

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: "Chapman, Lisa"

Date: Fri May 18 2018 09:54:56 GMT+1000 (AEST)

Subject: FW: Westwood Forward already taking credit....

To: "Commission@Empowerla.org"

Subject: Fwd: FW: Westwood Forward already taking credit....

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:32:47 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:32:49 AM GMT-07:00

From: Chapman, Lisa

Sent: Thursday, May 17, 2018 4:49 PM

To: 'Grayce Liu' <grayce.liu@lacity.org>; 'Mike Fong' <mike.fong@lacity.org>; 'Gibson Nyambura' <gibson.nyambura@lacity.org>



Cc: 'jasmine.shamolian@lacity.org' <jasmine.shamolian@lacity.org>; 'paul.koretz@lacity.org' <paul.koretz@lacity.org>

Subject: FW: Westwood Forward already taking credit....

Thought you might like to see Westwood Forward's response to the vandalism of today. So glad you all are backing this mature group of students.

AT&T LTE

4:31 PM

20%  



Tweet



Juan Matute @Juan_Mat... · 7h ✓

Thank you @PaulKoretzCD5 ,
@WW_NC, @WestwoodVillage,
and @LADOTofficial, and
@BSSLosAngeles for the new
bike Lanes on Westwood Blvd
between Lindbrook and Le
Conte!





7

28

100



Westwood Forward
@WestwoodForward



Tweet your reply



AT&T LTE

4:32 PM

20%



Tweet



Westwood Forward
@WestwoodForward



Replying to [@Juan_Matute](#)

@PaulKoretzCD5 and 4 others

Remember to vote on May 22nd
so we can make this bike lane
permanent :)

5/17/18, 12:11 PM

2 Retweets 7 Likes



Tweet your reply



STEVEN SANN

Chair

Westwood Community Council

10940 Wilshire Boulevard, Suite 1400 | Los Angeles, CA 90024

t: 213.448.8147 (direct) | e: [REDACTED]

Sent from my iPhone

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Tweet



Juan Matute @Juan_Mat... · 7h 

Thank you @PaulKoretzCD5 ,
@WW_NC, @WestwoodVillage,
and @LADOTofficial, and
@BSSLosAngeles for the new
bike Lanes on Westwood Blvd
between Lindbrook and Le
Conte!



7



28



100



Westwood Forward

@WestwoodForward



Tweet your reply





Tweet



Westwood Forward
@WestwoodForward



Replying to [@Juan_Matute](#)
[@PaulKoretzCD5](#) and 4 others

Remember to vote on May 22nd
so we can make this bike lane
permanent :)

5/17/18, 12:11 PM

2 Retweets 7 Likes



Tweet your reply



---Forwarded using [Multi-Forward Chrome Extension](#)---

From: "Chapman, Lisa"

Date: Fri May 18 2018 09:54:06 GMT+1000 (AEST)

Subject: FW: Bike Lanes painted on WW Blvd

To: "Commission@Empowerla.org"

Subject: Fwd: FW: Bike Lanes painted on WW Blvd

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:32:49 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:32:51 AM GMT-07:00

From: Chapman, Lisa

Sent: Thursday, May 17, 2018 3:19 PM

To: 'jasmine.shamolian@lacity.org' <jasmine.shamolian@lacity.org>; 'faisal.alserri@lacity.org' <faisal.alserri@lacity.org>

Cc: 'paul.koretz@lacity.org' <paul.koretz@lacity.org>; 'westwoodnc@googlegroups.com' <westwoodnc@googlegroups.com>; 'westwoodnc@googlegroups.com' <westwoodnc@googlegroups.com>; 'Gibson

<vambura@lacity.org>; 'Grayce Liu' <org>; 'Terry Tegnazian' <James R. Brooks>; Andrew Thomas (<Andrew@thewestwoodvillage.com>) <Andrew@thewestwoodvillage.com>; 'niki@thewestwoodvillage.com' <niki@thewestwoodvillage.com>; 'Beck, Michael' <Beck, Michael>; <Beck, Michael>

Subject: Bike Lanes painted on WW Blvd

Hi Jasmine and Faisal,

Someone in Westwood, obviously someone not happy with a decision made by our council and your office about bike lanes on Westwood Blvd., has painted with spray paint this horrible rendition of a bike line from Lindbrook to Campus on Westwood Blvd.

Here are some pics.

I am going to report this to the police and we need to have someone arrange to get rid of this. I will let 311 know.

I would like any possibility of cameras on any of these buildings to be shown to law enforcement, so that we can discover who may have done this.

Welcome to grass roots politics and elections in Westwood.

This is ridiculous, illegal, childish, and unsurprising.

Thanks,
Lisa

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---Forwarded using [Multi-Forward Chrome Extension](#)---

From: "Chapman, Lisa"

Date: Wed May 16 2018 03:14:04 GMT+1000 (AEST)

Subject: RE: Tell Us Your Key Neighborhood Council Issues on the Board of Neighborhood Commissioners Survey

To: ELA Commission

Cc: "Commission@Empowerla.org"

Subject: Fwd: RE: Tell Us Your Key Neighborhood Council Issues on the Board of Neighborhood Commissioners Survey

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:32:50 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:32:53 AM GMT-07:00

Why should we take this survey?? It has NO place to leave any meaningful feedback, because you have not included any forum for doing that. Which means this survey is completely self serving, and you don't REALLY care what neighborhood councils think.

Do you have minds of your own? Or do you do the bidding of DONE in all arenas? What we have experienced in Westwood, West LA, all the potentially subdivided councils, is that of apathy, silence, and coercion.

When you decide to actually ENGAGE in dialog with neighborhood councils, then we will take your survey. Until then, this is pure silliness.

Thanks anyway.

Lisa Chapman

President, Westwood Neighborhood Council

From: ELA Commission <ela.commission@lacity.org>

Sent: Tuesday, May 15, 2018 10:07 AM

To: ELA Commission <ela.commission@lacity.org>

Subject: Tell Us Your Key Neighborhood Council Issues on the Board of Neighborhood Commissioners Survey



Tell Us Your Key Neighborhood Council Issues on the Board of Neighborhood Commissioners Survey

What Neighborhood Council issues are you most concerned about: Training, grievances, subdivisions, funding, or something else? Tell us by taking the Board Of Neighborhood Commissioners survey:

Click on this link: [SURVEY](#)

Responses are due by 5 PM on Thursday, May 17th, 2018. The Commission will discuss responses received at their annual retreat, happening in Downtown LA on May 21st. The Commission retreat is open to the public – if you'd like to attend, here are the details:

Annual Retreat of the Board of Neighborhood Commissioners

Monday, May 21, 2018

1 pm

Cal State LA Downtown LA campus

[801 South Grand Avenue, LA, CA 90017](#)

Board of Neighborhood Commissioners was established by the City Charter in 1999 as a policy-setting and oversight body for the Neighborhood Councils and the Department of Neighborhood Empowerment.

By [Ann-Marie Holman](#) | May 11th, 2018 | [Blog](#), [Commission](#)

<http://empowerla.org/tell-us-your-key-neighborhood-council-issues-on-the-board-of-neighborhood-commissioners-survey/>

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TELL US YOUR
**KEY
NEIGHBORHOOD
COUNCIL
ISSUES**

*take the Board of
Neighborhood Commissioners
survey*

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: "Chapman, Lisa"

Date: Tue Apr 24 2018 08:56:45 GMT+1000 (AEST)

Subject: FW: Meeting next month / May 9th

To: "Commission@Empowerla.org"

Subject: Fwd: FW: Meeting next month / May 9th

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:32:53 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:32:54 AM GMT-07:00

From: Chapman, Lisa

Sent: Monday, April 23, 2018 3:48 PM

To: 'Mike Fong' <mike.fong@lacity.org>

Cc: [REDACTED] bs; Grayce Liu <grayce.liu@lacity.org>; Sandy Brown

[REDACTED] >; Laura Winikow (lwinikow@wwnc.org)

<[REDACTED] Stephen Resnick (sares snic gnazian

<[REDACTED] Carole H. Magnuson ([REDACTED] <[REDACTED]>

Subject: RE: Meeting next month / May 9th

Mike,

That in no way answered my question. Are you coming to our meeting?

Secondly, what you have pasted in here is a portion of what was sent by Gibson in his email to our entire council. It was stated that the City Attorney made this determination, which as we found out, was not the case.

With the criteria set forth in the article, we DO meet all of those criteria.....Fire station, multiple major thoroughfares, many historical buildings, and landmarks. All of Westwood Village is designed for public use. It was also detailed in the motion we passed by our council last month, unanimously.

So please address the question asked, specifically, and please advise if you will be attending our meeting on May 9th. We have asked multiple times over the past several months.

The disdain to which we have been treated by your office is quite concerning, and we would like to discuss.

Thank you,
Lisa

From: Mike Fong <mike.fong@lacity.org>

Sent: Monday, April 23, 2018 3:36 PM

To: Chapman, Lisa <LChapman@mednet.ucla.edu>

Cc: [REDACTED] bs; Grayce Liu <grayce.liu@lacity.org>; Sandy Brown

[REDACTED] >; Laura Winikow (lwinikow@wwnc.org)

<[REDACTED] Stephen Resnick (sares snic gnazian

<[REDACTED] Carole H. Magnuson ([REDACTED] <[REDACTED]>

Subject: Re: Meeting next month / May 9th

Hi Lisa,

Hope you are doing well.

Thank you very much for your email.

The boundary adjustments for shared resources will not be considered until the conclusion of the subdivision election when we know whether or not there will be a North Westwood Neighborhood Council. Also, please note that Westwood Village cannot be a shared because only areas designed for public use, such as a park, school, library, police or fire station, major thoroughfare, or contains a landmark or facility with historical significance, can be shared between Neighborhood Councils. Although Westwood Village may have a landmark or facility with historical significance within the area, it does not qualify the whole village as a shareable asset

Thanks!

Best,

Mike

On Mon, Apr 23, 2018 at 2:56 PM, Chapman, Lisa <LChapman@mednet.ucla.edu> wrote:

Hi Mike, Grayce, and Gibson,

We still have not heard back about whether the three of you will be attending our May 9th meeting. Please advise why we have not heard back about this.

Secondly, I have repeatedly asked why we were given erroneous information that supposedly came from the City Attorney's office about shared resource areas, in this case, Westwood Village.

As Darren Martinez pointed out, they do not weigh in on that, so we are trying to figure out how this information was relayed to us.

I am not sure why I have to constantly repeat my questions to you, they are legitimate questions, and we are asking for an explanation.

Please advise ASAP.

Thanks,

Lisa

Lisa Chapman, MSO II
Practice Manager
UCLA Health
[2001 Santa Monica Blvd. Ste 370/380](https://www.uclahealth.org/locations/2001-santa-monica-blvd-ste-370-380-santa-monica-ca-90404)
[Santa Monica, CA 90404](https://www.uclahealth.org/locations/2001-santa-monica-blvd-ste-370-380-santa-monica-ca-90404)
Cell: (424) 371-0897
Lchapman@mednet.ucla.edu

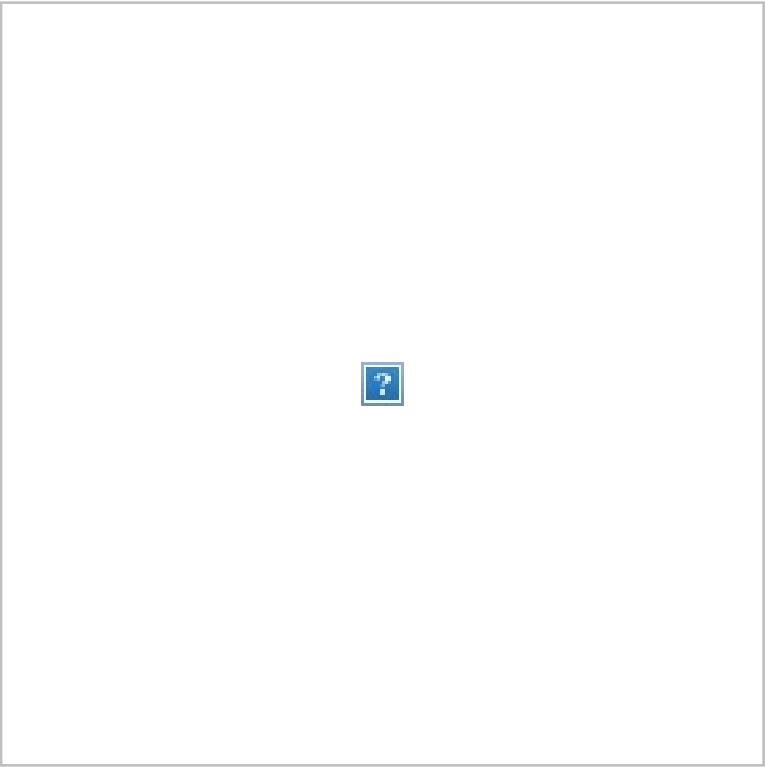


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Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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Subject: Fwd: Re: Board of Neighborhood Commissioner's Meeting on May 1st.
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:32:57 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:32:59 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Lilian Kim
Date: Wed Apr 04 2018 08:34:13 GMT+1000 (AEST)
Subject: Re: Board of Neighborhood Commissioner's Meeting on May 1st.
To: Michael Skiles

Hi Michael,

Thanks so much for always willing to lend a hand. I finally got a response from another facility just before your email and have already responded to them. We'll be having more town hall meetings at your location so thank you so much.

Best,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | [\(213\) 473-6914](tel:2134736914) Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org



On Tue, Apr 3, 2018 at 3:10 PM, Michael Skiles [REDACTED]@ucla.edu> wrote:
Hey Lilian,

We can absolutely help with this! Just some clarifying questions:

What is the timeframe for the actual meeting? Do you expect it to actually go from 4:30 to 9:30, or is 4:30 the earliest people might arrive for setup and 9:30 the latest people might leave?

What time do you expect attendees to arrive? (If it's a small time-frame we can have a parking attendant; if not, we should use codes on a machine).

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Presidents

On Tuesday, April 3, 2018 12:06 PM, Lilian Kim <lilian.kim@lacity.org> wrote:

Hi Michael,

I was wondering if you can help me reserve the terrace room again for the Board of Neighborhood Commissioner's Meeting on May 1st. We'll need the room from 4:30pm to 9:30pm with parking for about 30 people. Please advise if you can help me.

Thanks,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment

[200 N. Spring Street, Suite 2005](#)

[Los Angeles, CA 90012](#)

[Office | \(213\) 473-6914](#) Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org



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Subject: Fwd: Westwood Neighborhood Council
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:33:03 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:33:05 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: JUDITH ANN STEIN

Date: Wed Mar 21 2018 02:06:58 GMT+1100 (AEDT)

Subject: Westwood Neighborhood Council

To: grayce.liu@lacity.org, Commission@empowerla.org, Joyatkinson.bonc@gmail.com,
commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org,
maggie.darett-quiros@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org,
nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org,
Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org,
deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org,
justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org,
jeffrey.ebenstein@lacity.org, Jasmine Shamolian , gibson.nyambura@lacity.org,
darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org,
mavor.garcetti@lacity.org, daniel.tamm@lacity.org, [REDACTED],
[REDACTED], chair@westsidecouncils.com, laurahcnc@gmail.com,
LChapman@mednet.ucla.edu, [REDACTED],
[REDACTED], Mike.Fong@lacity.org, [REDACTED],
[REDACTED], Terry Tegnazian , westwoodhills@yahoogroups.com

I strongly oppose the subdivision of the existing Westwood Neighborhood Council. The subdivision application and DONE's process did not, and does not, meet the legal requirements for a subdivision — on both procedural and substantive grounds – and must be denied.

Judith Stein, Ph.D.
Irwin Stein
Westwood NC stakeholder
359 S. Bentley Avenue

Subject: Fwd:
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:27 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:28 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: William Zame

Date: Sun Mar 18 2018 11:35:41 GMT+1100 (AEDT)

To: grayce.liu@lacity.org, Mike.Fong@lacity.org

Cc: Commission@empowerla.org, Joyatkinson.bonc@gmail.com,
commissionerlipmen@gmail.com, Commissionerlenshaffer@gmail.com, debra.wehbe@lacity.org,
maggie.darett-quiroz@lacity.org, sarah.dusseault@lacity.org, adeena.bleich@lacity.org,
nicholas.greif@lacity.org, david.ryu@lacity.org, Gilbert.Cedillo@lacity.org,
Arturo.Chavez@lacity.org, Tony.Ricasa@lacity.org, Debby.Kim@lacity.org, Wesson.hj@lacity.org,
deron.williams@lacity.org, andrew.westall@lacity.org, edw.johnson@lacity.org,
justin.wesson@lacity.org, paul.koretz@lacity.org, joan.pelico@lacity.org, david.hersch@lacity.org,
jeffrey.ebenstein@lacity.org, jasmine.shamolian@lacity.org, gibson.nyambura@lacity.org,
darren.martinez@lacity.org, elise.ruden@lacity.org, carmen.hawkins@lacity.org,
mavor.garcetti@lacity.org, daniel.tamm@lacity.org, [REDACTED],
[REDACTED] chair@westsidecouncils.com, [REDACTED],
LChapman@mednet.ucla.edu, [REDACTED], [REDACTED],
[REDACTED], [REDACTED], Terry Tegnazian, Westwood Hills email
network email network

Dear DONE Staff and other interested parties:

As a faculty member at UCLA and a resident of Westwood Hills, I am writing to very strongly oppose the subdivision of the Westwood Neighborhood Council. I think there are at least three very good reasons to oppose this subdivision.

1) The central argument for the proposed subdivision – that the neighborhood has unfairly opposed the interests of students – is simply not true. For example:

- I agree that there is a need for more affordable student housing near campus; there is a need for more affordable faculty housing as well! But it is possible to create both student and faculty housing without constructing enormous high-rise buildings of 10 stories or more - buildings that would tower over the entire neighborhood. Opposing such high-rise buildings does not mean opposing the needs of students - or of faculty; it does mean balancing the need for more housing against the negative consequences for other residents.
- I understand that students would like more entertainment opportunities in Westwood Village; I would too. But entertainment is a business; the theaters and restaurants that have closed in Westwood Village (including some that I frequented often) have closed because they were not making a profit, not because of opposition from neighborhood residents.

2) The proposed subdivision would create a highly gerrymandered new Council, and would isolate many residential neighborhoods.

3) The application and the process have not – and do not - meet the legal criteria for subdivision.

These criteria exist for good reason and must not be simply cast aside.

I urge you to reject this application.

Thank you for your attention.

Sincerely

William Zame
Distinguished Professor of Economics and Mathematics
UCLA

Subject: Fwd: Re: Meeting Location
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:39 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:41 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Lilian Kim
Date: Tue Mar 13 2018 13:21:24 GMT+1100 (AEDT)
Subject: Re: Meeting Location
To: GSA President

Hi Michael,

We have a powerpoint presentation we can load unto a labtop. We also have microphone. We even have a projector we can bring. We wanted to see if there was a build in screen and projector we can use.

Thanks,

On Monday, March 12, 2018, GSA President <pres@gsa.asucla.ucla.edu> wrote:

Begin forwarded message:

From: "Wong, Shirley" <[REDACTED]@ha.ucla.edu>
Date: March 12, 2018 at 4:16:02 PM PDT
To: GSA President <pres@gsa.asucla.ucla.edu>
Cc: "Rucker, Cecil" <[REDACTED]@ha.ucla.edu>
Subject: Re: Meeting Location

Hi, Michael: yes, no problem. Do you have a laptop presentation that needs to be connected, do you need microphones?

Sent from my iPhone

On Mar 12, 2018, at 3:15 PM, GSA President <pres@gsa.asucla.ucla.edu> wrote:

Hey Shirley,

Can we make projection work for tomorrow's event in Weyburn Commons?

Best,
Michael

Sent from my iPhone

Begin forwarded message:

From: Lilian Kim <lilian.kim@lacity.org>

Date: March 12, 2018 at 2:45:07 PM PDT
To: Michael Skiles <[REDACTED]@ucla.edu>
Subject: Re: Meeting Location

Hi Michael,

We are doing a PowerPoint presentation. Can we get a projector and screen to use? If not, at least a screen. We can bring our own projector.

Thanks,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
[200 N. Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)
[Office | \(213\) 473-6914](#) Email | Lilian.Kim@LACity.org Web
| www.EmpowerLA.org



On Mon, Mar 12, 2018 at 11:03 AM, Lilian Kim
<lilian.kim@lacity.org> wrote:

Hi Michael,

Yes, the Public will be able to comment on each agenda item.

Also, I got your voicemail regarding getting an attendant for parking. Thanks for that.

Thanks again,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
[200 N. Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)
[Office | \(213\) 473-6914](#) Email | Lilian.Kim@LACity.org Web
| www.EmpowerLA.org



On Mon, Mar 12, 2018 at 4:41 AM, Michael Skiles

[REDACTED] <[\[REDACTED\]@ucla.edu](mailto:[REDACTED]@ucla.edu)> wrote:

Hey Lilian,

One question about the agenda--I don't see public comment on it. Will there be opportunities for public comments or questions?

Best regards,
Michael Skiles

On Friday, March 9, 2018 1:45 PM, Lilian Kim <lilian.kim@lacity.org> wrote:

Hi Michael,

Happy Friday. Glad to touch basis with you regarding the parking information. Please see attached agenda as promised.

Looking forward to meeting you in person next week.

Thanks,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment

[200 N. Spring Street, Suite 2005](#)

[Los Angeles, CA 90012](#)

[Office | \(213\) 473-6914](#) Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org



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On Thu, Mar 1, 2018 at 1:16 PM, Michael Skiles

[REDACTED] <[REDACTED]> wrote:

Yes, exactly the same! :)

Sent from my iPhone

On Mar 1, 2018, at 12:39 PM, Mike Fong <mike.fong@lacity.org> wrote:

Dear Michael,

Sounds great. Thank you so much. Is parking arranged also as last time?

Best,

Mike

On Thu, Mar 1, 2018 at 11:41 AM, Michael Skiles

<[\[REDACTED\]@ucla.edu](mailto:[REDACTED]@ucla.edu)> wrote:

Dear Mike,

We were able to secure the same room and logistical arrangement as last time. 4th floor of [Weyburn Commons, 11020 Weyburn Ave.](#)

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Presidents

On Wednesday, February 28, 2018 5:39 PM, Mike Fong
<mike.fong@lacity.org> wrote:

Hi Michael,

Hope you are doing well.

Do we have an update on meeting location for the 13th at 6 pm?

Thanks!

Best,

Mike

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower
LA
[200 North Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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--
Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | (213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org



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EMPOWERLA LEADERSHIP ACADEMY

Subject: Fwd: Testimony of UCLA Administrative Vice Chancellor Sam Morabito in 2010 When The WWNC Was First Being Considered

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:41:38 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:41:41 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Ann

Date: Fri Mar 16 2018 04:04:34 GMT+1100 (AEDT)

Subject: Testimony of UCLA Administrative Vice Chancellor Sam Morabito in 2010 When The WWNC Was First Being Considered

To: Commission@empowerla.org

Cc: jasmine.shamolian@lacity.org, [REDACTED]@ucla.edu, mike.fong@lacity.org, grayce.liu@lacity.org, EmpowerLA@lacity.org

Hello Board of Neighborhood Commissioners,

I read part of the attachment at the Special Meeting of the BONC held on Tuesday, March 13, at Weyburn Terrace. I would like the entire document to be included in the public record.

In summary, then AVC Sam Morabito stated in 2010 when the WWNC was being considered that.... "UCLA neither supports nor opposes the formation of a Westwood neighborhood council",... "first we request that any designation of the proposed Westwood neighborhood council expressly exclude the UCLA campus, including the south campus along Wilshire Boulevard, from any maps, drawing, or legal or other written descriptions,".... "UCLA should be expressly excluded from the map, and... "In closing, we would like to again emphasize that UCLA neither supports nor opposes formulation of the proposed council."

It appears that UCLA has made a "flip-flop" regarding its desire to be part of a neighborhood council. So what has changed?

Thank you.

Ann C. Hayman

UCLA Alumna, B.A. and M.P.A.

Board Member, WWNC

Secretary, Friends of Westwood Library

Testimony of UCLA Administrative Vice Chancellor Sam Morabito in 2010 when the Westwood Neighborhood Council was first being considered.

Transcribed from <https://youtu.be/gojV7OCWpEY>

...UCLA Administrative Vice Chancellor and I'm here representing the university tonight. Thank you for the opportunity to comment on the proposed neighborhood council. UCLA has written twice previously to the city on this topic. Additional copies of the earlier letters and a copy of this statement that I'm making tonight will be distributed to each commissioner.

As expressed in our previous letters, UCLA neither supports nor opposes formation of a Westwood neighborhood council. UCLA understands that it's for its citizens to determine whether formation of a neighborhood council is appropriate. Further, in the event that a neighborhood council is formed in the area bordering campus, UCLA would as a good neighbor and engaged member of the community, designate a representative as a point of contact to facilitate any necessary dialogue between the neighborhood council and the campus.

However, UCLA remains concerned about the proposed bylaws which were recommended for approval in the DONE staff reports circulated earlier this year for two reasons. First, the bylaws and related maps indicate that UCLA campus property falls within the designated boundaries of the proposed neighborhood council, and second the bylaws designate certain Westwood neighborhood council board positions as being allocated to students, faculty or staff of a university or college.

We believe that the city understands and accepts that the Regents of the University of California, as a constitutionally created arm of the State of California, has virtual autonomy in self-governance, and is not subject to city ordinances and regulations. The lead case in this area is *Regents of University of California v. City of Santa Monica*. I'll omit any references to legal citations this evening, but would invite counsel for the city and university legal staff to discuss this matter if there are any questions on that particular point.

In any event, UCLA would like to avoid confusion regarding questions of jurisdiction or representation. Accordingly, first we request that any designation of the proposed Westwood neighborhood council expressly exclude the UCLA campus, including the south campus along Wilshire Boulevard, from any maps, drawings, or legal or other written descriptions. The staff report indicates that UCLA should not be excluded from the boundaries of the proposed neighborhood council because to do so would result in the creation of "pockets of stakeholders in the city with no access to direct participation in a neighborhood council." We note, however, that Article 4 of the bylaws expressly excludes federal VA property from the council boundaries, even though the same arguments could be made regarding denied access.

Inclusion of UCLA property within the boundaries of the Westwood neighborhood council district can only serve to cause confusion. UCLA should be expressly excluded from the map.

Second, we wish to reiterate that any student, faculty or staff member stakeholders of the university or college who participate in the proposed neighborhood council, whether or not they are affiliated with UCLA, will not have the authority to speak for UCLA. If UCLA-affiliated individuals choose to serve as directors or in some other capacity related to the proposed neighborhood council, such individuals will not represent UCLA or the Regents.

In closing, we would like to again emphasize that UCLA neither supports nor opposes formulation of the proposed council, and as always we welcome dialogue and engagement with our neighbors. We appreciate your consideration of this matter, and would be happy to answer any questions you may have of the university. Thank you very much. ###

---Forwarded using [Multi-Forward Chrome Extension](#)---
From: Michael Skiles
Date: Thu Mar 01 2018 13:00:42 GMT+1100 (AEDT)
Subject: Fw: North Westwood NC Formation Committee Letter
To: Mike Fong
Cc: Gibson Nyambura , Lilian Kim

Subject: Fwd: Fw: North Westwood NC Formation Committee Letter
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:44 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:47 AM GMT-07:00

Dear Mike,

Language of our proposed boundaries are in the revised bylaws in this email I sent you:

A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West –The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran's Administration property. The boundaries of the Council are set forth in Attachment A - Map of the North Westwood Neighborhood Council.

Best,
Michael

On Tuesday, February 13, 2018 11:37 PM, Michael Skiles <[REDACTED]@ucla.edu> wrote:

Also, per your request, our bylaws have now been amended to include everything north of Wilshire and west of Veteran except for the Veteran's Administration property. The exact contours of the VA property differ in several maps we've looked at, so please let us know if any minor adjustments need to be made in our map so as to not suggest that we are leaving out any small strips of land that bordering the VA property, or if the map we've submitted is adequately precise.

Thanks,
Michael

On Monday, February 12, 2018 11:53 PM, Michael Skiles <[REDACTED]@ucla.edu> wrote:

Thank you, for you letter, Mike, and for moving this process forward!

We have updated our online application to reflect the boundary changes you recommend. Here's a copy of our new proposed boundaries and bylaws that reflect these changes. Please let me know if there's anything else we should do to improve our application or if we can help with arranging a location for the February 26th BNC meeting.

Best regards,
Michael Skiles

On Friday, February 9, 2018 6:04 PM, Mike Fong <mike.fong@lacity.org> wrote:

Good afternoon North Westwood Neighborhood Council Formation Committee -

Hope you are doing well.

Thank you for your submission to create a North Westwood Neighborhood Council.

Please review attached letter regarding next steps including an upcoming community meeting with the Board of Neighborhood Commissioners.

Thanks!

Best,

Mike

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Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

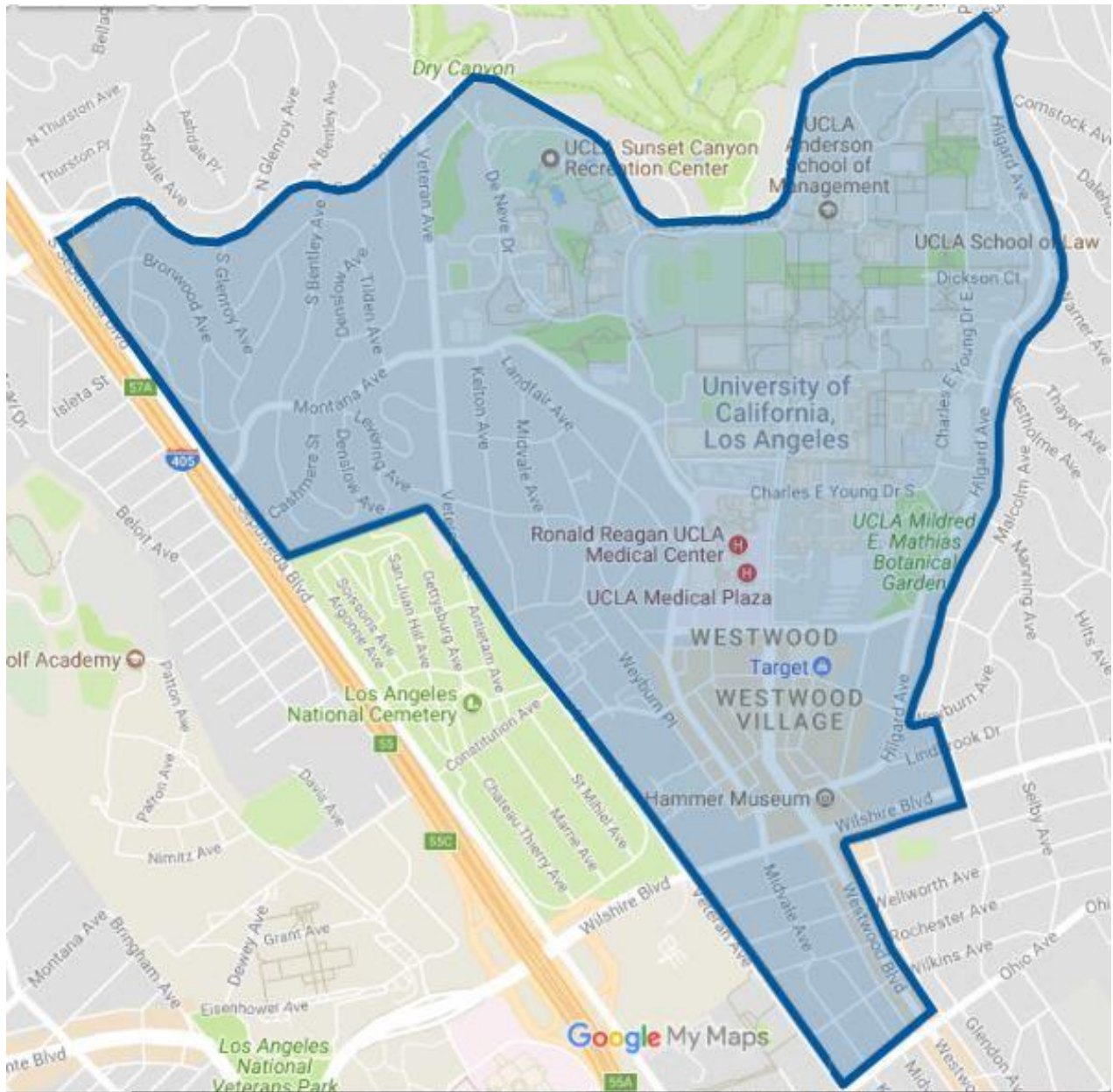
[\(213\) 978-1551](tel:(213)978-1551)
mike.fong@lacity.org
Web | www.EmpowerLA.org



Empower Yourself. Empower Your Community. Empower LA.

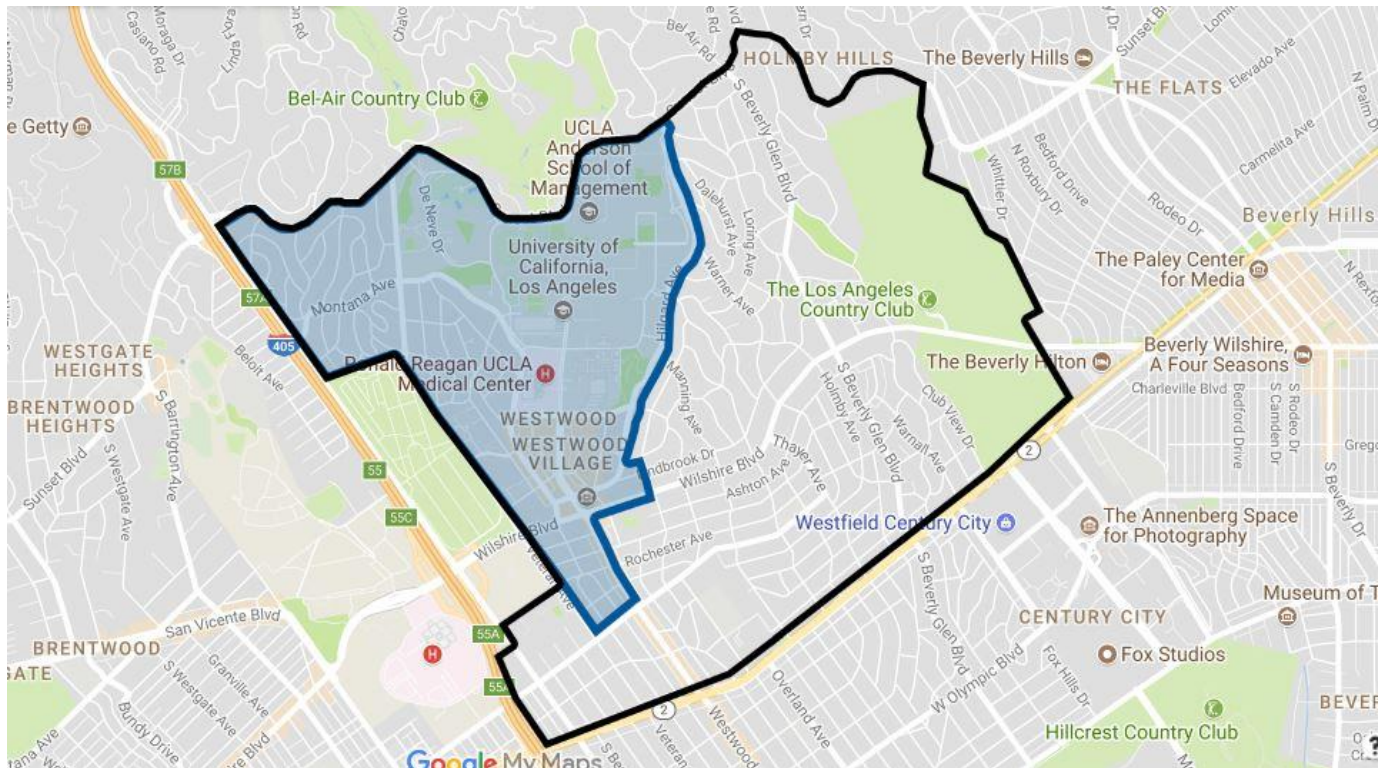


Proposed North Westwood Neighborhood Council Boundaries



Proposed North Westwood Neighborhood Council Boundaries

The Existing Westwood Neighborhood Council and the Proposed North Westwood Neighborhood Council's Boundaries



Existing Westwood Neighborhood Council Boundaries	
Proposed North Westwood Neighborhood Council Boundaries	

NEIGHBORHOOD COUNCIL BYLAWS

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ARTICLE I NAME

The name of this Neighborhood Council shall be the North Westwood
Neighborhood Council.

(“Council”).

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable, and viable manner.

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, marital status, income, immigration status, homeowner/renter/homeless status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West –The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran’s Administration property. The boundaries of the Council are set forth in Attachment A - Map of the North Westwood Neighborhood Council.

Section 2: Internal Boundaries: Not applicable

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders, who must be eighteen (18) years of age or older, who are elected, selected or appointed by the Board and/or Community Stakeholders.

The composition of the Board shall be as follows:

A. Homeowner Stakeholder Board Members (1) – Open to Stakeholders who own a residence **that** is located within the NC boundaries.

B. Renter Stakeholder Board Members (2) – Open to Stakeholders who rent a residence located within the NC boundaries.

C. General Residential Stakeholder (1) – Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.

D. Business Stakeholder Board Members (2) – Open to Stakeholders who work at or own a business or business property within the NC boundaries.

E. Undergraduate Student Member (1)—Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

F. Graduate Student Member (1)—Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

G. University Staff or Administrative Member (1) - Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

H. Faculty Member (1) - Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

I. Organizational Stakeholder Board Members (2) – Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.

G. At-Large Stakeholder Board Members (3) – Open to Stakeholders of any category.

Section 2: Quorum - The quorum shall be 8 members of the Board.

Section 3: Official Actions - A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – Elected board members shall serve a two (2) year term. Terms of office shall begin when and be extended until each election is certified by the City. Board members may serve no more than 9 consecutive years on the Council Board, and may not be elected to a term of office that, if fully served, would cause them to exceed 9 consecutive years of service. Variances of up to 5 months may be granted by the Council Board to these term limits, to prevent members from being disqualified from further service as a result of the City shifting the days it holds or certifies elections.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled by the Board using the following procedure:

A. Within 4 days of a position becoming vacant, the Council shall notify the public of the opportunity to apply for the open position through its website and any other efficient channels of communication.

B. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.

C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - Any Board Member who misses three Neighborhood Council Governing Board Meetings within a 12-month period, without such absences being declared valid and excused by the President or the Governing Board, will be subject to removal from the Board. Members unable to attend a meeting must inform the President as soon as circumstances reasonably allow, stating their reasons for non-attendance, whereupon the President may deem their absences excused. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. At least a two-thirds vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take such action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of 200 Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

The Council shall not consider petitions for the removal of a board member more than once unless new reasons are offered for removal.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. However, board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected (e.g. if a renter buys a home in Westwood, or an undergraduate student becomes a grad student, they could respectively retain their renter and undergrad seats until the next election but then would thereafter have to seek seats that correspond with their new stakeholder status.) Removal of the resigning Board member requires a majority of the attending Board members

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Business Improvement District, Neighborhood Associations, Student Associations and other local organizations as determined by the Board.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which altogether comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

B. The Vice President shall serve in place of the President if the President is unable to serve.

C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers -

Officer positions shall be filled at the first official Board meeting following the election of the board, each 2 years.

Section 4: Officer Terms - The Officers shall serve 2 year terms and serve at the pleasure of the Board. They may stand for reelection every 2 years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board.

Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Elections Committee, and the Community Activities and Projects Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of 3 or fewer Board members and may include any interested Stakeholders.

C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members – The President may recommend that the Board remove a committee member. Removal shall require a majority vote of those board members in attendance.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. Regular Meetings - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. Special Meetings – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The President shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or the Board. At the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal, or to pass a motion objecting to consideration of the proposal and stating the reasons for this objection, at a Committee or Board meeting, but is not required to take further action on the proposal.

Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- c. A Motion for Reconsideration may be proposed only by a member of the board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- d. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. The Council shall make voting as accessible as possible to its stakeholders by allowing not only in-person voting but also online voting when feasible. The Council may also consider allowing other forms of voting such as voting by mail.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language: Not Applicable

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

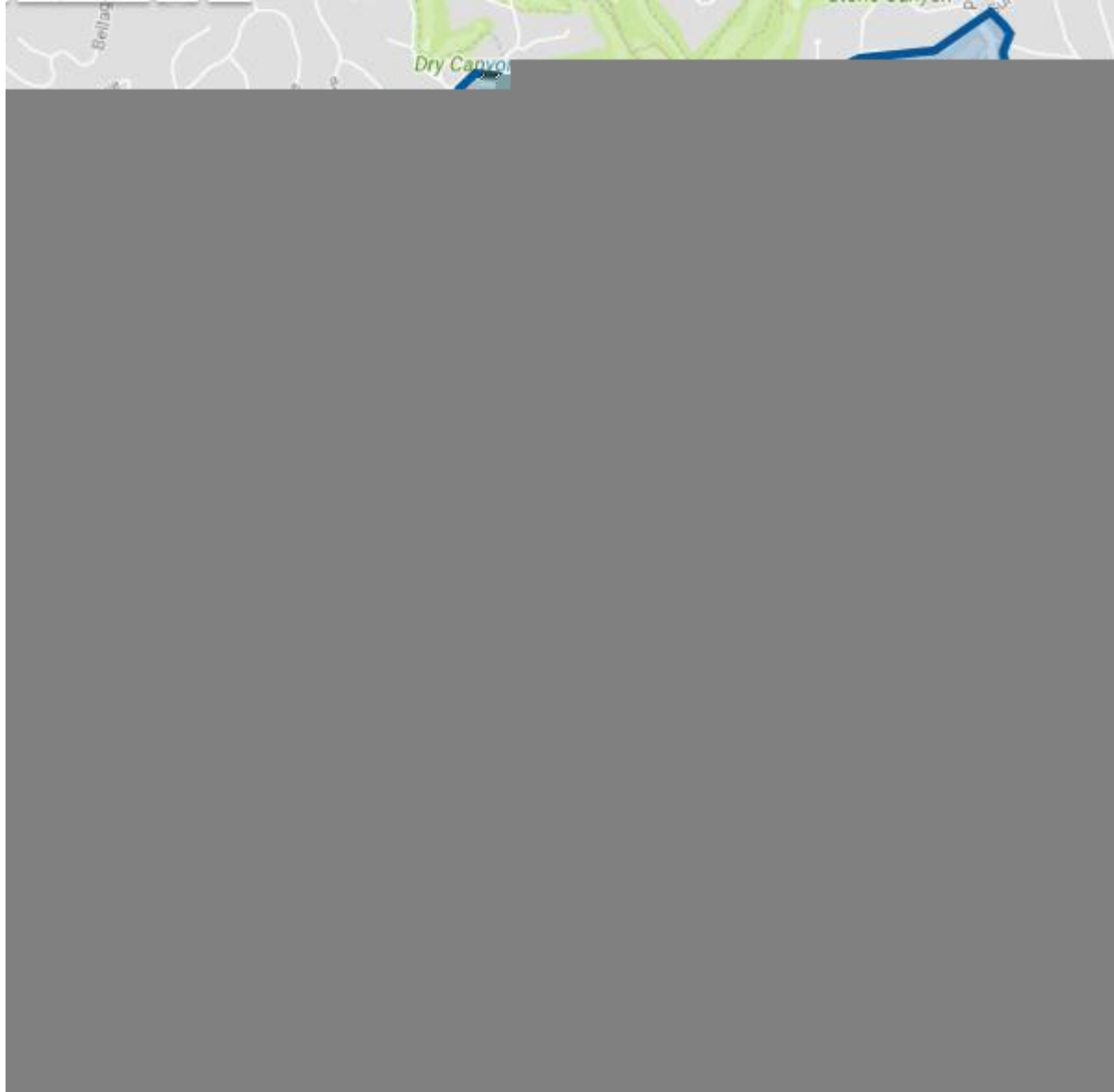
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A: Boundaries of the North Westwood Neighborhood Council



ATTACHMENT B: Governing Board Structure and Voting North Westwood Neighborhood Council - 15 board Seats

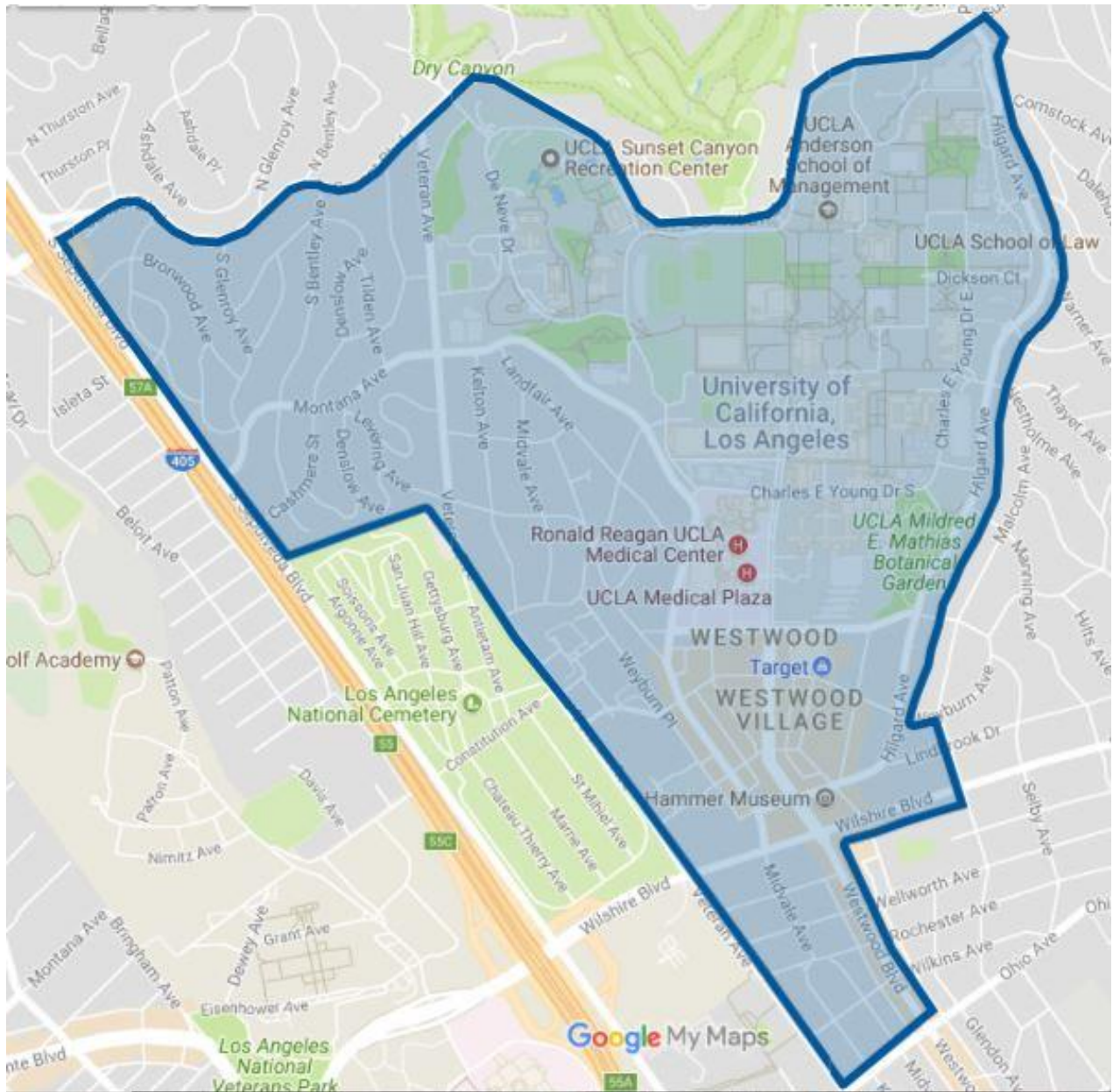
Board Position	# Of Seats	Elected or Appointed?	Eligibility To Run For The Seat	Eligibility to Vote For The Seat
Seat 1: Homeowner Stakeholder	1	Elected	Open to Stakeholders who own a residence	All Community Stakeholders aged

Term: 2 Years			that is located within the NC boundaries.	sixteen (16) years old and above.
Seats 2-3: Renter Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who rent a residence located within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 4: General Residential Stakeholder Term: 2 Years	1	Elected	Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 5-6: Business Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who work at or own a business or business property within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 7: Undergraduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 8: Graduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.

Seat 9: University Staff or Administrative Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 10: Faculty Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 11-12: Organizational Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.

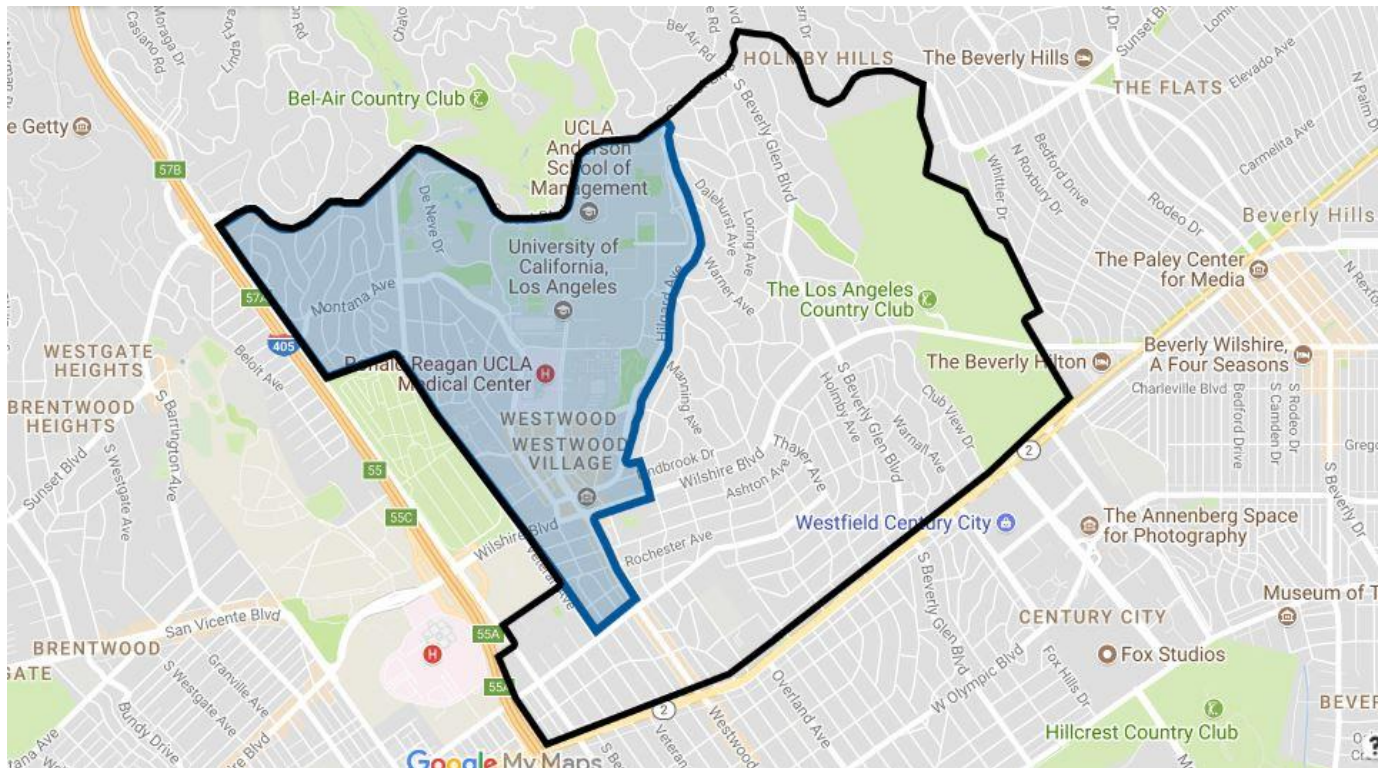
Seats 13-15: At-Large Stakeholders Term: 2 Years for the 3 highest vote getters	3	Elected	Open to Stakeholders of any category.	All Community Stakeholders aged sixteen (16) years old and above.
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Proposed North Westwood Neighborhood Council Boundaries



Proposed North Westwood Neighborhood Council Boundaries

The Existing Westwood Neighborhood Council and the Proposed North Westwood Neighborhood Council's Boundaries



Existing Westwood Neighborhood Council Boundaries	
Proposed North Westwood Neighborhood Council Boundaries	

NEIGHBORHOOD COUNCIL BYLAWS

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ATTACHMENT A – Map of Neighborhood Council

ATTACHMENT B - Governing Board Structure and Voting

ARTICLE I NAME

The name of this Neighborhood Council shall be the North Westwood
Neighborhood Council.

(“Council”).

ARTICLE II PURPOSE

Principles of Governance - The purpose of the Council is to participate as a body on issues concerning our neighborhood and regarding the governance of the City of Los Angeles (“City”) in a transparent, inclusive, collaborative, accountable, and viable manner.

A. The MISSION of the Council is:

1. To provide an inclusive and open forum for public discussion of issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
2. To advise the City on issues of interest to the Council, including City governance, the needs of the Council, the delivery of City services to the Council area, and other matters of a City wide nature;
3. To initiate, execute and support projects for the physical, social and cultural improvement of the Council area; and
4. To facilitate communication between the City and Community Stakeholders on issues of concern to the community and/or the Stakeholders.

B. The POLICY of the Council is:

1. To respect the diversity, dignity, and expression of views of all individuals, groups, and organizations within the community and/or involved in the Council;
2. To remain non-partisan with respect to political party affiliation and inclusive in our operations including, but not limited to, the process of electing or selecting the Board of Directors, Officers, and committee members, as hereinafter set forth;
3. To utilize the Early Notification System (ENS) to inform the Council and Community Stakeholders of matters involving the City and our community in a way that is tailored to provide opportunities for involvement in the decision-making process;
4. To encourage all Stakeholders to participate in activities of the Council;
5. To prohibit discrimination against any individual or group in our operations on the basis of race, religion, color, creed, national origin, ancestry, sex, gender identity, sexual orientation, age, disability, marital status, income, immigration status, homeowner/renter/homeless status, or political affiliation; and

6. To have fair, open, and transparent procedures for the conduct of all Council business.

ARTICLE III BOUNDARIES

The Council covers a geographic area described below.

Section 1: Boundary Description - The boundaries of the Council shall include the areas within the following lines of demarcation:

A. North – The south side of Sunset Boulevard from Veteran Avenue in the west to Hilgard Avenue in the east ; and

B. East – The east side of Hilgard Ave from Sunset Blvd in the north to Weyburn Ave in the south ; the south side of Weyburn Ave from Hilgard Ave in the west to Malcolm Avenue in the east; the west side of Malcolm Ave from Weyburn Ave in the north to Wilshire Boulevard in the south; the east side of Westwood Blvd from Wilshire Blvd in the north to Ohio Avenue in the south; and

C. South – The south side of Wilshire Blvd from Malcolm Ave in the east to Westwood Blvd in the west ; the north side of Ohio Ave from Westwood Blvd in the east to Veteran Ave in the west; and

D. West –The east side of Veteran Ave from Wilshire Blvd in the north to Ohio Ave in the south; the eastern side of the I-405 Freeway between Sunset Blvd in the North and Wilshire Blvd in the south, excluding the Veteran’s Administration property. The boundaries of the Council are set forth in Attachment A - Map of the North Westwood Neighborhood Council.

Section 2: Internal Boundaries: Not applicable

ARTICLE IV STAKEHOLDER

Neighborhood Council membership is open to all Stakeholders. “Stakeholders” shall be defined as those who live, work, or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.

ARTICLE V GOVERNING BOARD

The Board of Directors (“the Board”) shall be the Governing Body of the Council within the meaning of that term as set forth in the Plan for a Citywide System of Neighborhood Councils

Section 1: Composition - The Board shall consist of fifteen (15) Stakeholders, who must be eighteen (18) years of age or older, who are elected, selected or appointed by the Board and/or Community Stakeholders.

The composition of the Board shall be as follows:

A. Homeowner Stakeholder Board Members (1) – Open to Stakeholders who own a residence **that** is located within the NC boundaries.

B. Renter Stakeholder Board Members (2) – Open to Stakeholders who rent a residence located within the NC boundaries.

C. General Residential Stakeholder (1) – Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.

D. Business Stakeholder Board Members (2) – Open to Stakeholders who work at or own a business or business property within the NC boundaries.

E. Undergraduate Student Member (1)—Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

F. Graduate Student Member (1)—Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.

G. University Staff or Administrative Member (1) - Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

H. Faculty Member (1) - Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.

I. Organizational Stakeholder Board Members (2) – Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.

G. At-Large Stakeholder Board Members (3) – Open to Stakeholders of any category.

Section 2: Quorum - The quorum shall be 8 members of the Board.

Section 3: Official Actions - A simple majority vote by the Board members present, not including abstentions, at a meeting at which there is a quorum shall be required to take official action, unless specified otherwise in these Bylaws.

Section 4: Terms and Term Limits – Elected board members shall serve a two (2) year term. Terms of office shall begin when and be extended until each election is certified by the City. Board members may serve no more than 9 consecutive years on the Council Board, and may not be elected to a term of office that, if fully served, would cause them to exceed 9 consecutive years of service. Variances of up to 5 months may be granted by the Council Board to these term limits, to prevent members from being disqualified from further service as a result of the City shifting the days it holds or certifies elections.

Section 5: Duties and Powers - The primary duties of the Board shall be to govern the Council and to carry out its objectives. No individual member of the Board shall speak for the Board or otherwise publicly represent a Board position unless authorized to do so by official action of the Board. The Board may, by official action, delegate to any individual the authority to present before any public body a standing Council position previously adopted by the Board or a statement that the Council has had insufficient time to develop a position or recommendation on a matter before that body. Such authority may be revoked at any time by the Board.

Section 6: Vacancies – Vacancies on the Board shall be filled by the Board using the following procedure:

A. Within 4 days of a position becoming vacant, the Council shall notify the public of the opportunity to apply for the open position through its website and any other efficient channels of communication.

B. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board.

C. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.

D. The Board shall vote on the application at the meeting. If multiple applications for one seat have been submitted, the candidate with the most votes wins.

E. The candidate who wins shall fill the remaining term of the Board seat unless an election or selection occurs sooner.

F. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days of the date that a written application is presented to the Board.

Section 7: Absences - Any Board Member who misses three Neighborhood Council Governing Board Meetings within a 12-month period, without such absences being declared valid and excused by the President or the Governing Board, will be subject to removal from the Board. Members unable to attend a meeting must inform the President as soon as circumstances reasonably allow, stating their reasons for non-attendance, whereupon the President may deem their absences excused. Each Council Board Member absence shall be recorded in the Council's Meeting Minutes or other manner of Council record keeping, and, upon missing the required number of Board Meetings for removal, the Council Presiding Officer shall notify the Board Member of the absences and place on the agenda the removal of the Board Member at a regular or special Board meeting whereupon the Board shall determine the validity of the absences before taking action to remove the Board Member. Any meeting of the Neighborhood Council Governing Board, scheduled and noticed as per the Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.

Section 8: Censure - The Council can take action to publicly reprimand a Board member for actions conducted in the course of Council business by censuring the Board member at a Council Board meeting. Censures shall be placed on the agenda for discussion and action. At least a two-thirds vote by the Board members present, including abstentions, at a meeting at which there is a quorum shall be required to take such action.

Section 9: Removal of Governing Board Members – The Council shall consult with the Office of the City Attorney throughout any Board removal process. Board members may be removed in the following ways:

A. Petition by Stakeholders– A Board member may be removed from office by the submission of a written petition to the Secretary, which includes: i) the identity of the Board member to be removed, ii) a description, in detail, of the reason for removal, and iii) the valid signatures of 200 Stakeholders.

1. Upon receipt of a written petition for removal, the Secretary shall cause the matter to be placed on the agenda for a vote of the Board at the next regular Council meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

B. Petition by Board - A Board Member may be removed from the Board for good cause, including, but not limited to, disruptive conduct; interfering with Council business; violations of the Bylaws, Operating Procedures or Code of Conduct following a Board Member's submission to the Board of a petition which includes: i) the identity of the Board Member to be removed, ii) states the reason for removal by identifying the violation of the internal rules or procedures and specifies the conduct of the person, and iii) contains the signatures of at least three (3) Board members.

1. The petition shall be delivered simultaneously to all Board Members and the matter placed on the agenda and scheduled for a vote at the next regular Board Meeting.

2. Removal of the identified Board member requires a two-thirds (2/3) majority of the attending Board Members.

3. The Board Member who is the subject of the removal action shall have the right to deliver to Board Members a written statement about the matter and/or to speak at the Board Meeting prior to the vote, but shall not be counted as part of the quorum, nor allowed to vote on the matter.

4. The Board member being removed must first have been censured by the Board once for the same action before a Petition by the Board for removal shall be considered by the Council.

If the vote for removal is affirmative, the position shall be deemed vacant and filled via the Council's vacancy clause.

The Council shall not consider petitions for the removal of a board member more than once unless new reasons are offered for removal.

Section 10: Resignation - A Board member may resign from the Council, and the position shall then be deemed vacant. Any member of the Board who ceases to be a Stakeholder is required to submit his or her resignation to the Board for discussion and action at a Board meeting. However, board members who remain stakeholders but whose stakeholder category has shifted may serve out the remainder of their term in the seat to which they were elected or selected (e.g. if a renter buys a home in Westwood, or an undergraduate student becomes a grad student, they could respectively retain their renter and undergrad seats until the next election but then would thereafter have to seek seats that correspond with their new stakeholder status.) Removal of the resigning Board member requires a majority of the attending Board members

Section 11: Community Outreach - The Council shall direct that a system of outreach be instituted to inform Stakeholders as to the existence and activities of the Council, including its Board elections, to find future leaders of the Council, and to encourage all Stakeholders to seek leadership positions within the Council.

The Council shall have a standing Outreach Committee, which will report its activities and recommendations to the Board monthly at the regular Council meeting.

The Council shall maintain a website presence to disseminate information to Council Stakeholders and others interested in the Council.

In addition, the Board shall create, or shall cause to be created, a marketing plan to solicit participation from Stakeholders. The plan may include, for example, the creation of flyers, postcards, pamphlets and other related materials. It may also include e-mail blasts to various organizations including a regularly scheduled e-blast to local government officials and to the Business Improvement District, Neighborhood Associations, Student Associations and other local organizations as determined by the Board.

ARTICLE VI OFFICERS

Section 1: Officers of the Board - The officers of the Board ("Officers") shall include the following positions which altogether comprise the Executive Committee: President, Vice President, Secretary, and Treasurer.

Section 2: Duties and Powers - The duties of the Officers are as follows and also include such additional duties as may be adopted by official action of the Board:

A. The President shall act as the chief executive of the Council and shall preside at all Council meetings.

B. The Vice President shall serve in place of the President if the President is unable to serve.

C. The Secretary shall keep minutes of all Board meetings. An Alternate Secretary may be appointed by the Board to serve in the absence of the Secretary, as needed. Unless the person serving as Alternate Secretary is already a Board member, he or she shall not have any of the rights of a Board member, including the right to vote on matters before the Council.

D. The Treasurer shall maintain the records of the Council's finances and books of accounts and perform other duties in accordance with the Council's Financial Management Plan and the Department's policies and procedures.

Section 3: Selection of Officers -

Officer positions shall be filled at the first official Board meeting following the election of the board, each 2 years.

Section 4: Officer Terms - The Officers shall serve 2 year terms and serve at the pleasure of the Board. They may stand for reelection every 2 years.

ARTICLE VII COMMITTEES AND THEIR DUTIES

All Standing and Ad Hoc Committees shall be established by the Board.

Suggestions for committees may come from Stakeholders or from members of the Board, and all such suggestions shall be voted upon by the Board.

Section 1: Standing Committees – The Standing Committees of the Council are: The Executive Committee, the Budget and Finance Committee, The Outreach and Communications Committee, The Planning and Land Use Committee, The Elections Committee, and the Community Activities and Projects Committee.

Section 2: Ad Hoc Committees – The Board may create Ad Hoc Committees as needed to deal with temporary issues.

Section 3: Committee Creation and Authorization

A. Committee Authority - All committee recommendations shall be brought back to the full Board for discussion and action.

B. Committee Structure – With the exception of the Executive Committee, Committee members shall be appointed by the President and ratified by the Board. Standing Committees shall be comprised of at least two (2) Board members and may include any interested Stakeholders. Ad Hoc Committees shall be comprised of 3 or fewer Board members and may include any interested Stakeholders.

C. Committee Appointment – All Committee Chairs shall be appointed by the President and confirmed by the Board. The Chairs shall keep a written record of Committee meetings and shall provide regular reports on Committee matters to the Board.

D. Committee Meetings – Committee meetings are subject to and shall be conducted in accordance with the dictates of the Brown Act. Minutes shall be taken at every Committee meeting.

E. Changes to Committees - The Board may establish, disband or make changes as needed to any Standing or Ad Hoc committee. Any such action by the Board shall be noted in the Council meeting minutes.

F. Removal of Committee Members – The President may recommend that the Board remove a committee member. Removal shall require a majority vote of those board members in attendance.

ARTICLE VIII MEETINGS

All meetings, as defined by the Ralph M. Brown Act (California Government Code Section 54950.5 et seq.), shall be noticed and conducted in accordance with the Act and all other applicable laws and governmental policy.

Section 1: Meeting Time and Place - All meetings shall be held within the Council boundaries at a location, date and time set by the Board. A calendar of regular meetings shall be established by the Board at its first regular meeting of each calendar year.

A. Regular Meetings - Regular Council meetings shall be held at least once per quarter and may be held more frequently as determined by the Board. Prior to any action by the Board, there shall be a period of public comment. The Board shall determine the length and format of the period as appropriate.

B. Special Meetings – The President or a majority of the Board shall be allowed to call a Special Council Meeting as needed.

Section 2: Agenda Setting –

The President shall set the agenda for each Council meeting.

Any Stakeholder may make a proposal for action by the Council by submitting a written request to the Secretary or during the public comment period of a regular Council meeting. The Secretary shall promptly refer the proposal to a Standing Committee or the Board. At the next regular Council meeting, the Board shall either consider the proposal or create an Ad Hoc Committee to consider the proposal. The Council is required to consider the proposal, or to pass a motion objecting to consideration of the proposal and stating the reasons for this objection, at a Committee or Board meeting, but is not required to take further action on the proposal.

Proposals made under this subsection are subject to the rules regarding reconsideration.

Section 3: Notifications/Postings – Notice of a regular meeting shall be a minimum of three (3) days (72 hours) in advance of the meeting and at least one (1) day (24 hours) in advance of a special meeting. At a minimum, notice shall be posted at the Council's five (5) Public Notice Locations specified on the Posting Location Form filed with the Department, on its website (if applicable) and emailed out to Stakeholders if the Council maintains such a database. Regular and Special meeting agendas shall also be emailed to the Department.

Section 4: Reconsideration

The Board may reconsider or amend its actions through the following Motion for Reconsideration process:

- a. Before the Board reconsiders any matter, the Board must approve a Motion for Reconsideration. The Motion for Reconsideration must be approved by official action of the Board. After determining that an action should be reconsidered, the Board has the authority to re-hear, continue, or take action on the item that is the subject of reconsideration within any limitations that are stated in the Motion for Reconsideration.
- b. The Motion for Reconsideration must be brought, and the Board's approval of a Motion for Reconsideration must occur, either during the same meeting where the Board initially acted or during the Board's next regularly scheduled meeting that follows the meeting where the action subject to reconsideration occurred. The Council may also convene a special meeting within these specified time frames to address a Motion for Reconsideration.
- c. A Motion for Reconsideration may be proposed only by a member of the board that previously voted on the prevailing side of the original action that was taken by the Board (the "Moving Board Member").
- d. The Moving Board Member may make the Motion for Reconsideration orally during the same meeting where the action that is the subject of reconsideration occurred, or by properly placing the Motion for Reconsideration on the agenda of a meeting that occurs within the allowed specified periods of time as stated above.
- e. In order to properly place the Motion for Reconsideration on the agenda of the subsequent meeting, the Moving Board Member shall submit a memorandum to the Secretary at least two (2) days in advance of the deadline for posting notices for the meeting. The memorandum must briefly state the reason(s) for requesting the reconsideration, and provide the Secretary with an adequate description of the matter(s) to be re-heard and the proposed action that may be adopted by the Board if the Motion for Reconsideration is approved.

f. A Motion for Reconsideration that is properly brought before the Board may be seconded by any member of the Board.

g. This reconsideration process shall be conducted at all times in accordance with the Brown Act.

ARTICLE IX FINANCES

A. The Board shall review its fiscal budget and make adjustments as needed to comply with City laws and City administrative rules, and to keep in compliance with Generally Accepted Accounting Principles and the City's mandate for the use of standardized budget and minimum funding allocation requirements.

B. The Board shall adhere to all rules and regulations promulgated by appropriate City officials regarding the Council's finances, where the term "appropriate City officials" means those officials and/or agencies of the City of Los Angeles who have authority over Neighborhood Councils.

C. All financial accounts and records shall be available for public inspection and posted on the Council website, if available.

D. Each month, the Treasurer shall provide to the Board detailed reports of the Council's accounts.

E. At least once each quarter, the President and at least one (1) other individual other than the Treasurer, who is designated by the Board, shall examine the Council's accounts and attest to their accuracy before submitting the documentation to the Department for further review.

F. The Council will not enter into any contracts or agreements except through the Department.

ARTICLE X ELECTIONS

Section 1: Administration of Election - The Neighborhood Council's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections. The Council shall make voting as accessible as possible to its stakeholders by allowing not only in-person voting but also online voting when feasible. The Council may also consider allowing other forms of voting such as voting by mail.

Section 2: Governing Board Structure and Voting - The number of Board seats, the eligibility requirements for holding any specific Board seats, and which Stakeholders may vote for the Board seats are noted in Attachment B.

Section 3: Minimum Voting Age - All Community Stakeholders aged sixteen (16) years old and above shall be entitled to vote in the Neighborhood Council Elections.

Section 4: Method of Verifying Stakeholder Status

Voters will verify their Stakeholder status through written self-affirmation.

Section 5: Restrictions on Candidates Running for Multiple Seats

A candidate shall declare their candidacy for no more than one (1) position on the Council Board during a single election cycle.

Section 6: Other Election Related Language: Not Applicable

ARTICLE XI GRIEVANCE PROCESS

A. Any grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting.

B. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a panel.

C. Within two (2) weeks of the panel's selection, the Board shall coordinate a time and place for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved.

D. Within two (2) weeks following such meeting, a member of the panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board may receive a copy of the panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board members until it is heard publicly at the next regular Council meeting.

E. This grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which grievances may be aired publicly at Council meetings.

F. Board members are not permitted to file a grievance against another Board member or against the Council.

ARTICLE XII PARLIAMENTARY AUTHORITY

The Council shall use the:

Rosenberg's rules of order when conducting Council meetings. If Rosenberg's rules of order are silent on an issue, the Council shall refer to Robert's rules of order.

Additional rules and/or policies and procedures regarding the conduct of the Board and/or Council meetings may be developed and adopted by the Board.

ARTICLE XIII AMENDMENTS

A. Any Board member may propose an amendment to these Bylaws by requesting that the Secretary place the item on the agenda.

B. Any Stakeholder may propose an amendment to these Bylaws during the public comment period of a regular Council meeting.

C. Any proposal to amend the Bylaws shall be formalized in writing and noticed on the agenda for public discussion and Board vote at the next regular Council meeting.

D. An amendment to these bylaws requires a two-thirds vote of the Board members present at a duly noticed general or special meeting. All changes shall then be forwarded to the Department for review and approval.

E. Amendments shall not be valid, final or effective until approved by the Department. Once approved, any changes in the Bylaws shall become effective immediately.

ARTICLE XIV COMPLIANCE

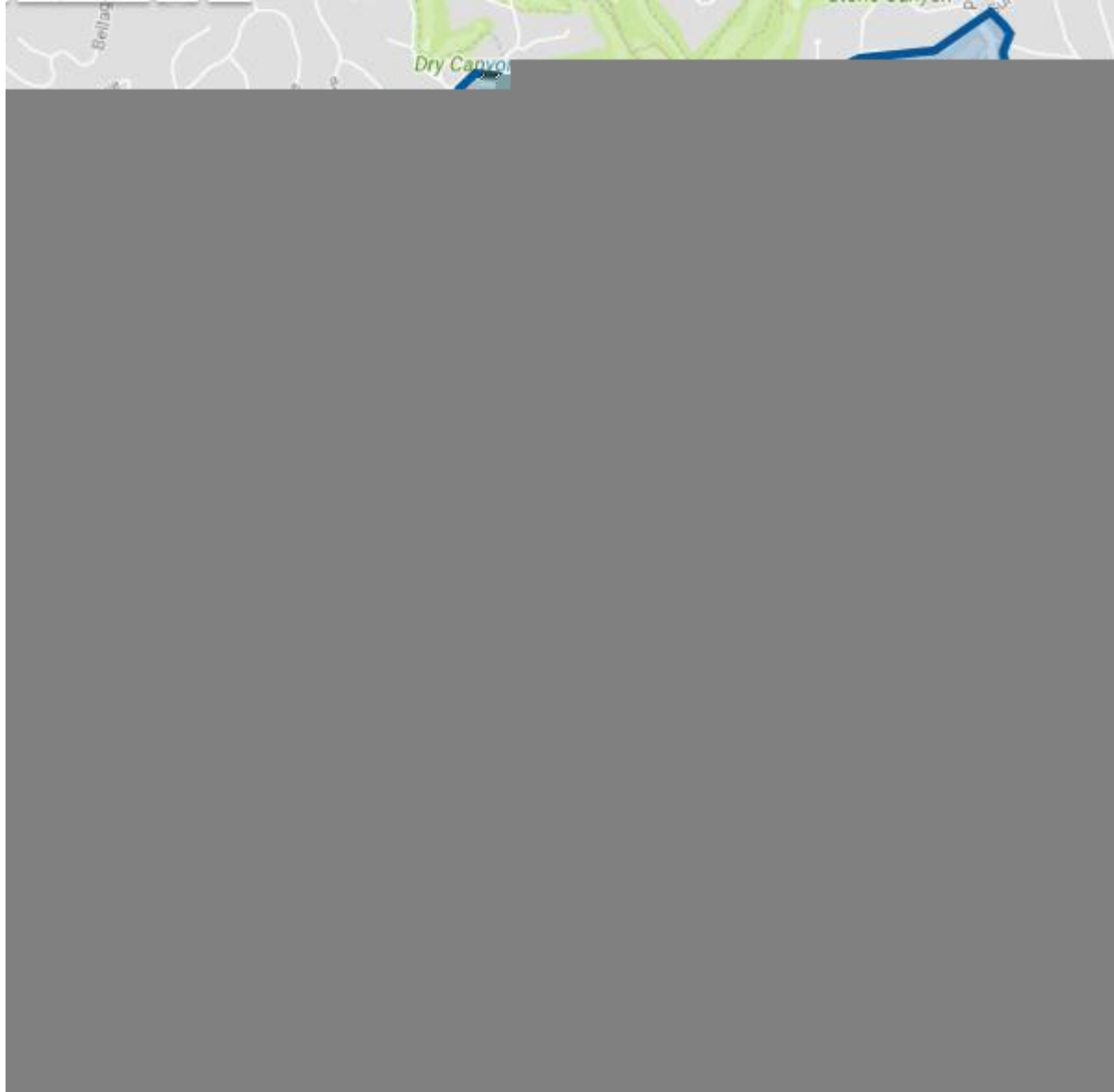
The Council, its representatives, and all Community Stakeholders shall comply with these Bylaws and with any additional Standing Rules or Procedures as may be adopted by the Board of Directors as well as all local, county, state and federal laws, including, without limitation, the Plan for Citywide System of Government (hereinafter referred to as “the Plan”), the City Code of Conduct, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act (California Government Code Section 54950.5 et seq.), the Public Records Act, the American Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest.

Section 1: Code of Civility – The Council, its representatives, and all Community Stakeholders shall conduct all Council business in a civil, professional and respectful manner.

Section 2: Training – All Board members shall take training in the fundamentals of Neighborhood Council, including, but not limited to, ethics, funding, workplace violence and sexual harassment trainings provided by the City within forty-five (45) days of being seated, or they will lose their Council voting rights.

Section 3: Self Assessment – Every year, the Council shall conduct a self assessment pursuant to Article VI, Section 1 of the Plan.

ATTACHMENT A: Boundaries of the North Westwood Neighborhood Council



ATTACHMENT B: Governing Board Structure and Voting North Westwood Neighborhood Council - 15 board Seats

Board Position	# Of Seats	Elected or Appointed?	Eligibility To Run For The Seat	Eligibility to Vote For The Seat
Seat 1: Homeowner Stakeholder	1	Elected	Open to Stakeholders who own a residence	All Community Stakeholders aged

Term: 2 Years			that is located within the NC boundaries.	sixteen (16) years old and above.
Seats 2-3: Renter Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who rent a residence located within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 4: General Residential Stakeholder Term: 2 Years	1	Elected	Open to Stakeholders who spend the majority of their sleeping hours within the NC boundaries, either as a homeowner, renter, person who experiences homelessness, or person who sublets or otherwise informally lives within the boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 5-6: Business Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who work at or own a business or business property within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 7: Undergraduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are undergraduate students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 8: Graduate Student Member Term: 2 Years	1	Elected	Open to stakeholders who are current graduate or professional students at a university or college within the NC boundaries. Students need not be currently enrolled as long as they have been enrolled within the past 460 days and intend to re-enroll within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.

Seat 9: University Staff or Administrative Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time neither conducting academic research nor teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seat 10: Faculty Member Term: 2 Years	1	Elected	Open to stakeholders who work at a university or college within the NC boundaries in a capacity in which they spend the majority of their time conducting academic research and/or teaching. Employee need not be currently employed as long as they have been employed within the past 460 days and intend to be re-employed within the next 460 days.	All Community Stakeholders aged sixteen (16) years old and above.
Seats 11-12: Organizational Stakeholders Term: 2 Years for the 2 highest vote getters	2	Elected	Open to Stakeholders who actively participate in a religious organization, educational institution, community organization, non-profit organization, neighborhood association, chamber of commerce, business improvement district, sorority, fraternity, school/parent group, student association, arts association, service organization, cultural group, etc. that primarily operates within the NC boundaries.	All Community Stakeholders aged sixteen (16) years old and above.

Seats 13-15: At-Large Stakeholders Term: 2 Years for the 3 highest vote getters	3	Elected	Open to Stakeholders of any category.	All Community Stakeholders aged sixteen (16) years old and above.
--	---	---------	---------------------------------------	---

Subject: Fwd: Re: Request for Meeting
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:46 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:49 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Gibson Nyambura
Date: Wed Feb 28 2018 09:22:37 GMT+1100 (AEDT)
Subject: Re: Request for Meeting
To: Michael Skiles
Cc: Lilian Kim

Michael,

My apologies but here are parking directions. I have attached the directions in this email. See you soon.

Best,

On Tue, Feb 27, 2018 at 1:38 AM, Michael Skiles [REDACTED] > wrote:

Actually we'll be coming in a [REDACTED], license plate [REDACTED]

Sent from my iPhone

On Feb 26, 2018, at 4:09 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

Michael,

Do you know the year of the vehicle?

Best,

On Mon, Feb 26, 2018 at 2:11 PM, Michael Skiles [REDACTED] > wrote:

Dear Gibson,

The attendees will be:

Cameron Keller

Gabriela Meza

Victoria Solkovits

Joshua Baum

Michael Skiles

Zahra Hajee

Parshan Khosravi

Josh will drive a vehicle:

[REDACTED]

Also, if possible,
an agenda would be appreciated so that those who will be in attendance can confer

with those who will not be to ensure a productive discussion.

Best,
Michael

Sent from my iPhone

On Feb 26, 2018, at 11:24 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

Michael,

I want to follow up on the list of people who will be in the meeting tomorrow. Please help me get the list before the end of this business day.

Best,

On Thu, Feb 22, 2018 at 8:05 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

There are some items we would like to discuss. If you would be kind to provide a list of the people who will be to attend the meeting. Also, please provide me with vehicle information so as to accommodate with parking.

- Name
- Vehicle make
- License plate

Best,

Gibson Nyambura
Project Coordinator
Department of Neighborhood Empowerment
[14410 Sylvan Street](#)
[Van Nuys, CA 91406](#)
Tel: [818-374-9898](tel:818-374-9898)

On Feb 22, 2018 6:02 PM, "Michael Skiles" <@ucla.edu> wrote:
Dear Gibson,

We can meet Tuesday at 3:30. What do you want to meet to discuss?

Best regards,
Michael Skiles

On Thursday, February 22, 2018 5:30 PM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:

Good afternoon Michael,

The Department of Neighborhood Empowerment would like to schedule a meeting with Westwood formation committee next week. Please let me know which times work best.

- Tuesday, February 27 at 3:30 pm at the City Hall office
- Wednesday, February 28 at 2 pm at the City Hall office
- Thursday, March 1 at 10:00 am in Westwood
- Friday, March 2 at 3 pm at the City Hall office

Thank you,

--

Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

[200 N. Spring Street, Suite 2005](#)

[Los Angeles, CA 90012](#)

[Office](#) | 213-978-1551 Fax | 213-978-1751

Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Gibson Nyambura

Neighborhood Council Advocate

Department of Neighborhood Empowerment

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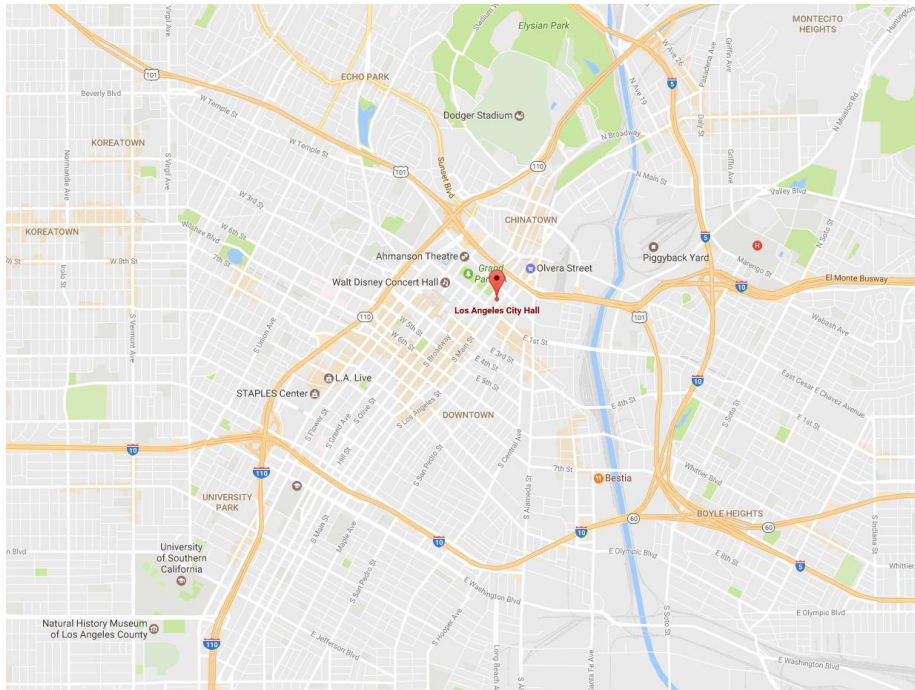


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How to Get to City Hall



Driving instructions to City Hall

From the North, take the 101 freeway, exit on Los Angeles St.
Make a Right off the ramp onto Los Angeles (going south)

From the South, take the 110 freeway, exit on 4th St (One Way Street).
Take 4th Street to Main Street and
Make a left onto Main Street go to Temple
Temple make a Right, go to Los Angeles
Los Angeles make a Right

For Both (North and South) Enter the Parking Structure from Los Angeles Street
Located between Temple St. and 1st Street (if you get to 1st Street you've gone too far.)
You must check-in at the parking booth and show ID

You will be directed to drive underground to the P2 level. (You are now under City Hall East.)

After you have parked: To visit City Hall, take the elevator to the 2nd floor.
Cross Main Street (you'll notice a bridge connecting City Hall East and City Hall overhead.)
Go into City Hall, check in with the guard, show ID and go through metal detectors

Addresses

City Hall East is 200 N. Main Street, LA 90012 (park here)

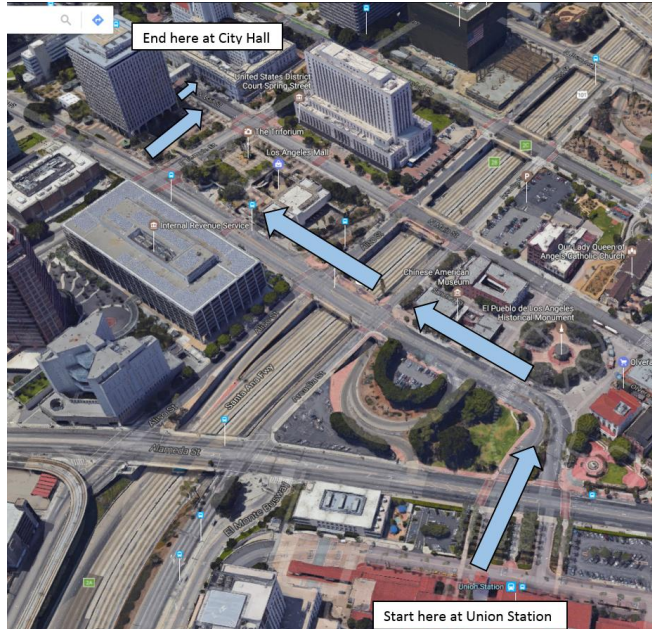
City Hall is 200 N. Spring Street, LA, 90012



PARKING: Parking is under City Hall East (200 N. Main Street, LA 90012), and its entrance is on the west side of Los Angeles Street, between Temple St. and 1st Street. Enter the parking lot, follow the directions from the attendant, take the elevator to the ground floor and exit City Hall East, walk across Main Street, and enter City Hall where security will direct you to the third floor.



Walking directions if you are arriving from Union Station



LA Metro maps and timetables: <https://www.metro.net/riding/maps/>

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: "Beck, Michael"

Date: Fri Feb 23 2018 17:00:46 GMT+1100 (AEDT)

Subject: RE: Postponed Meeting

To: GSA President , "Wong, Shirley" , "Enright, Matt"

Cc: "lilian.kim@lacity.org" , Gibson Nyambura

Subject: Fwd: RE: Postponed Meeting

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:41:47 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:41:50 AM GMT-07:00

Michael,

Let us know when the meeting gets rescheduled.

Thanks

...Michael

Michael J. Beck

Administrative Vice Chancellor



UCLA Administration

Murphy Hall 2211

Box 951405

Los Angeles, CA 90095-1405

(310) 825-2411

From: GSA President [mailto:pres@gsa.asucla.ucla.edu]

Sent: Thursday, Feb 22, 2018 8:39 PM

To: Shirley <[REDACTED]@ha.ucla.edu>; Enright, Matt <[REDACTED]@ts.ucla.edu>; Beck, Michael <[REDACTED]@ucla.edu>

Cc: lilian.kim@lacity.org; Gibson Nyambura <Gibson.Nyambura@lacity.org>

Subject: Postponed Meeting

Dear VC Beck, Matt and Shirley,

Thanks for all of your assistance in securing the venue and parking for the Board of Neighborhood Commissioners meeting. Unfortunately the Los Angeles Department of Neighborhood Empowerment has decided to postpone this hearing; hence we do not require these services on Monday. We apologize for the inconvenience and hope you will work with us again when DONE decides to reschedule.

Best regards,

Michael Skiles

President, UCLA Graduate Students Association

Graduate Chair, UC Council of Student Body Presidents



---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Michael Skiles

Date: Fri Feb 23 2018 06:00:47 GMT+1100 (AEDT)

Subject: Re: Special BONC meeting on Monday, February 26 at 6 pm has been postponed

To: Mike Fong

Cc: Michael Skiles , [REDACTED] [\[REDACTED\]@q.ucla.edu](mailto:[REDACTED]@q.ucla.edu), Arielle Yael Mokhtarzadeh ,
[\[REDACTED\]](#) , Gibson Nyambura , Lilian Kim

Subject: Fwd: Re: Special BONC meeting on Monday, February 26 at 6 pm has been postponed

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:41:48 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:41:50 AM GMT-07:00

Dear Mike,

Why has the meeting been rescheduled? We have invested considerable efforts in booking facilities, arranging logistics and outreaching to the community about Monday's meeting. It's disheartening to see it cancelled with no explanation. When can we reschedule it?

Best,
Michael

On Feb 22, 2018, at 8:39 AM, Mike Fong <mike.fong@lacity.org> wrote:

Dear Westwood North NC Formation Committee,

Hope you are doing well.

The special meeting originally scheduled for Monday, February 26 at 6 pm has been postponed. Sorry for any inconvenience.

We will keep you posted regarding the town hall meeting date/time for the special BONC meeting on the Westwood North NC subdivision proposal.

Thanks!

Best,

Mike

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

[\(213\) 978-1551](tel:(213)978-1551)

mike.fong@lacity.org

Web | www.EmpowerLA.org



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Subject: Fwd: Fwd: Westwood Neighborhood Council - opposition to division
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:50 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:52 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Mike Fong
Date: Fri Feb 23 2018 03:46:42 GMT+1100 (AEDT)
Subject: Fwd: Westwood Neighborhood Council - opposition to division
To: Gibson Nyambura , Mario Hernandez , Lilian Kim

fyi

----- Forwarded message -----

From: **Sandy Brown** <[REDACTED]>
Date: 2018-02-15 16:42 GMT-08:00
Subject: Westwood Neighborhood Council - opposition to division
To: mike.fong@lacity.org, Liu Grayce <grayce.liu@lacity.org>, Koretz Paul
<paul.koretz@lacity.org>, Lisa Chapman Lisa Chapman <LChapman@wwnc.org>

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
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HOLMBY WESTWOOD PROPERTY OWNERS ASSOCIATION
P.O. Box 49180
LOS ANGELES, CALIFORNIA 90049
HWPOA@AOL.COM (310) 470-1785

February 15, 2018

Mike Fong
Director of Policy and Govt. Relations
DONE

Grayce Liu, General Manager
Empower LA

Joy Atkinson, President
BONC

Paul Koretz
Councilman, 5th District

Lisa Chapman
President, Westwood Neighborhood Council

Dear Mr. Fong, Ms. Liu, Ms. Atkinson, Councilman Koretz, and Ms. Chapman;

I am writing to you on behalf of the Holmby Westwood Property Owners Association (HWPOA), representing 1100 single family homes whose residents are stakeholders within the boundary of the Westwood Neighborhood Council.

In a unanimous vote (20-0) by the Board of Directors of the HWPOA on February 13, 2018, the association requests to be on the record opposing a proposed hearing that is scheduled for Monday, February 26, 2018 at 6 pm.

There has been absolutely NO OUTREACH to our association regarding the creation of the North Westwood Neighborhood Council. See email below from Michael Skiles written and sent AFTER our Holmby Westwood Board of Directors meeting which concluded before 9:30 pm on February 13, 2018. Our vote of opposition prompted someone in attendance to let Mr. Skiles know that he had done NO outreach to our community. I am not aware of ANY outreach to the other three homeowner associations in Westwood.

We request that the scheduled hearing be postponed for 120 days in order to allow time for input into the process and response to the bylaws of the proposed council. To think that it has gone this far without such required outreach is astounding!!

Our association supports the Westwood Hills Property Owners Association and the Westwood Homeowners Association in their requests to you as well. These two associations will be severely

impacted if the boundaries of the new council are approved per Mike Fong's letter of February 9, 2018. Keeping communities whole as opposed to separating and dividing them should be the goal of such a department in any city. We are one community of Westwood serving all Westwood stakeholders!

Your department preaches community engagement and outreach. We urge you to practice what you preach!

I look forward to your response and, once again, request that the February 26, 2018 meeting be rescheduled.

Thank you.

Sincerely,

SANDY BROWN
President, Holmby Westwood Property Owners Association

cc: Holmby Westwood Property Owners Association

From: skiles@ucla.edu
To: hwpoa@aol.com
Sent: 2/13/2018 10:23:56 PM Pacific Standard Time
Subject: Westwood Forward

Hello neighbor,

I write on behalf of Westwood Forward, a coalition of students, residents and the Westwood Business community to revitalize Westwood by promoting entertainment and housing development. We'd love to come talk with your association to discuss our efforts to form a new neighborhood council as well as the rest of our advocacy agenda. Might there be an upcoming meeting in the near future that could work for your group?

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

Subject: Fwd: Re: Meeting Room
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:53 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:55 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Sevak Paramazian
Date: Wed Feb 21 2018 06:30:00 GMT+1100 (AEDT)
Subject: Re: Meeting Room
To: Mike Fong
Cc: Lilian Kim , Mario Hernandez , Gibson Nyambura

Hi Mike,

I have added your provided information.

Thank you,

On Tue, Feb 20, 2018 at 10:31 AM, Mike Fong <mike.fong@lacity.org> wrote:

Hi Sevak,

Hope you are doing well.

Please add the info/address below to the Westwood North landing page for the special BONC meeting on Monday, February 26 at 6 pm.

Thanks!

Best,

Mike

----- Forwarded message -----

From: **Michael Skiles** <[REDACTED]@ucla.edu>
Date: Fri, Feb 16, 2018 at 1:08 PM
Subject: Re: Meeting Room
To: Mike Fong <mike.fong@lacity.org>
Cc: Lilian Kim <lilian.kim@lacity.org>, Mario Hernandez <mario.hernandez@lacity.org>

Dear Mike,

At Lilian's request, we have reserved the following room at [11020 Weyburn Ave](#) for the BNC meeting on February 26th. It's beautiful and centrally located within our boundaries (there couldn't be a more equally convenient place for business owners, residents, AND students):

<http://www.uclameetings.com/Meeting-Event-Spaces/Village-View-Room-at-Weyburn-Terrace.aspx>

We will also have free, convenient, and accessible parking available. Please contact me at your convenience to finalize logistical details [REDACTED]

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

On Friday, February 16, 2018 1:04 PM, Mike Fong <mike.fong@lacity.org> wrote:

Hi Michael,

Hope you are doing well.

Do you have a suggested location for a community meeting with the Board of Neighborhood Commissioners on Monday, February 26 at 6 pm (ideally with free parking also)?

Or is there a community room with guest parking at any of the apartment complexes in Westwood? Please advise.

Thanks!

Best,

Mike

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
[200 North Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)

[\(213\) 978-1551](tel:(213)978-1551)
mike.fong@lacity.org
Web | www.EmpowerLA.org



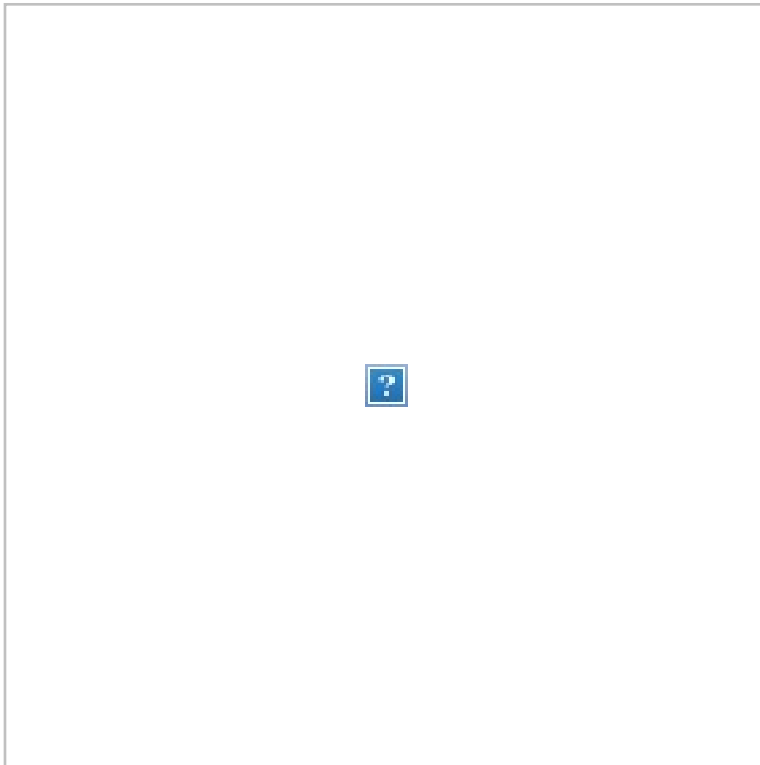


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Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
[200 North Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)

[\(213\) 978-1551](#)
mike.fong@lacity.org
Web | www.EmpowerLA.org



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--

Sevak Paramazian
Systems Manager

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | [213-978-1551](#) Fax | [213-978-1751](#)
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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Subject: Fwd: Re: Board of Neighborhood Commissioners - Westwood Meeting
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:52 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:56 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Mike Fong
Date: Wed Feb 21 2018 06:41:17 GMT+1100 (AEDT)
Subject: Re: Board of Neighborhood Commissioners - Westwood Meeting
To: Sevak Paramazian
Cc: Lilian Kim , "Liu, Grayce" , Gibson Nyambura , Mario Hernandez

Thanks, Sevak!

On Tue, Feb 20, 2018 at 11:32 AM, Sevak Paramazian <sevak.paramazian@lacity.org> wrote:
Thank you Lilian,

I have added the parking information to the page.

Thanks,

On Tue, Feb 20, 2018 at 10:31 AM, Lilian Kim <lilian.kim@lacity.org> wrote:
Hi Sevak,

I formatted in PDF for your convenience.

Thanks,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
[200 N. Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)
Office | (213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org



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On Tue, Feb 20, 2018 at 10:29 AM, Mike Fong <mike.fong@lacity.org> wrote:
Hi Sevak,

Hope you are doing well.

For Monday's meeting in Westwood (2/26 at 6 pm), please add the following info below for parking info to the Westwood North landing page.

Thanks!

Best,

Mike

----- Forwarded message -----

From: **GSA President** <pres@gsa.asucla.ucla.edu>

Date: Fri, Feb 16, 2018 at 6:42 PM

Subject: Fwd: Board of Neighborhood Commissioners - Westwood Meeting

To: mike.fong@lacity.org, lilian.kim@lacity.org

And here's the info for free parking. Parking Structure 32 is just south of the Weyburn Commons building where the meeting will take place.

Best,
Michael

----- Forwarded message -----

From: **Enright, Matt** <[REDACTED]@ts.ucla.edu>

Date: Fri, Feb 16, 2018 at 5:23 PM

Subject: Board of Neighborhood Commissioners - Westwood Meeting

To: "pres@gsa.asucla.ucla.edu" <pres@gsa.asucla.ucla.edu>

Cc: "Humber, Delya" <[REDACTED]@ucla.edu>

Michael,

Following up on our phone conversation, I have submitted the coupon code "WESTWOOD" to be used at Parking Structure 32 Pay Stations on Monday, February 26 from 5:00PM-10:00PM. Instructions of the Pay Stations are listed below. Guests will be able to park in any unreserved space in the structure after 5:00PM. Please let me know if you have any questions or changes.

Thanks,

Matt

1. Enter Parking Structure 32 and park in any unreserved stall.
2. Go to the nearest parking pay station on level 1 to obtain your self-parking daily permit.

3. When prompted, enter your license plate number into the parking pay station by using the number pad.

4. Select “Commuter Club” from list of rates. You may have to select More Options if “Commuter Club” does not appear on the first screen.

5. When prompted, enter Coupon Code **WESTWOOD**.

6. Please retain permit as a receipt for parking.

It is not necessary to display the permit on the vehicle, unless it is not displaying a license plate. If the vehicle does not have plates, there are instructions to enter the last six digits of the VIN and then display the permit on the driver’s side dash.



Matt Enright

UCLA Events & Transportation

[310.825.1286](tel:310.825.1286)

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
[200 North Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)

[\(213\) 978-1551](tel:(213)978-1551)

mike.fong@lacity.org

Web | www.EmpowerLA.org



[Empower Yourself. Empower Your Community. Empower LA.](#)



--

Sevak Paramazian
Systems Manager

Department of Neighborhood Empowerment
[200 N. Spring Street, Suite 2005](#)
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Mike Fong
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mike.fong@lacity.org
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Subject: Fwd: Re: We booked a great free place for BNC meeting!
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:54 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:56 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---
From: Lilian Kim
Date: Wed Feb 21 2018 06:14:45 GMT+1100 (AEDT)
Subject: Re: We booked a great free place for BNC meeting!
To: Gibson Nyambura
Cc: GSA President

Hi Gibson,

We were notified. Thank so much for all your help.

I really appreciate it.

Best,

Lilian Kim
Executive Administrative Assistant III

Department of Neighborhood Empowerment
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | (213) 473-6914 Email | Lilian.Kim@LACity.org Web | www.EmpowerLA.org



On Tue, Feb 20, 2018 at 11:10 AM, Gibson Nyambura <gibson.nyambura@lacity.org> wrote:
Michael,

Thank you providing adequate information. I will cc my colleague Lilian on this confirmation.

Best,

On Fri, Feb 16, 2018 at 11:49 AM, GSA President <pres@gsa.asucla.ucla.edu> wrote:
Dear Gibson,

At your request, we have reserved the following room at [11020 Weyburn Ave](#) for the BNC meeting on February 26th. It's beautiful and centrally located within our boundaries (there couldn't be a more equally convenient place for business owners, residents, AND students):

<http://www.uclameetings.com/Meeting-Event-Spaces/Village-View-Room-at-Weyburn-Terrace.aspx>

We will also have free, convenient, and accessible parking available. Please contact me at your convenience to finalize logistical details [REDACTED]

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

--
Gibson Nyambura
Neighborhood Council Advocate

Department of Neighborhood Empowerment
[200 N. Spring Street, Suite 2005](#)
[Los Angeles, CA 90012](#)
[Office | 213-978-1551](#) Fax | [213-978-1751](#)
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Subject: Fwd: Re: Department of Neighborhood Empowerment
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:56 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:58 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Mike Fong
Date: Wed Feb 21 2018 05:32:02 GMT+1100 (AEDT)
Subject: Re: Department of Neighborhood Empowerment
To: GSA President
Cc: Lilian Kim

Thanks, Michael!

On Fri, Feb 16, 2018 at 6:38 PM, GSA President <pres@gsa.asucla.ucla.edu> wrote:
Everything's set! :)

----- Forwarded message -----

From: **Wong, Shirley** <[REDACTED]@ha.ucla.edu>
Date: Fri, Feb 16, 2018 at 5:02 PM
Subject: Re: Department of Neighborhood Empowerment
To: GSA President <pres@gsa.asucla.ucla.edu>
Cc: "Lee, Christine (UA)" <[REDACTED]@ha.ucla.edu>, "Beck, Michael" <[REDACTED]@ucla.edu>

Hi, Michael: no problem...we will have someone meet the IT person at 5 pm to ensure everything is working and set up accordingly. Thanks

Sent from my iPhone

On Feb 16, 2018, at 4:54 PM, GSA President <pres@gsa.asucla.ucla.edu> wrote:

Thank you, Shirley!

This will be a public hearing by a commission, so the ideal setup would have: Rectangular tables with 12 seats for the Commissioners on the north end of the room, facing south towards the audience.
100 audience chairs facing these tables (since we don't know exact attendance but want to be prepared in case of high turnout).

The Los Angeles Department of Neighborhood Empowerment would like to use its own podium and audio equipment, since they're required by law to record the meeting. If it works for you, they'd like to send their own IT person at 5pm to set up--their set of equipment is complete and only requires an electrical outlet from you. There will be no projection.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents

On Fri, Feb 16, 2018 at 3:11 PM, Wong, Shirley [REDACTED]@ha.ucla.edu> wrote:

Hi, Michael:

We have reserved for your group meeting noted in the above subject line in the Weyburn Terrace Village View Room for Monday, February 26 at 6 pm for a meeting with approximately 50 persons. Please let us know how long the meeting will take place, what type of set up (round tables with chairs, u-shaped set up conference style, classroom style, etc.), do you need a projector for slide show and podium with speakers, etc. I have included Christine in my office so she can assist you with your set up. Thanks and have a great holiday weekend.

With every best wish,

Shirley Wong

Director, UCLA University Apartments

UCLA | HOUSING & HOSPITALITY SERVICES

Office: [\(310\) 390-1274](tel:3103901274) | Cell: [\(310\) 420-6086](tel:3104206086)

[REDACTED]@ha.ucla.edu | hhs.ucla.edu

--

Mike Fong
Director of Policy and Government Relations

Department of Neighborhood Empowerment / Empower LA
200 North Spring Street, Suite 2005
Los Angeles, CA 90012

(213) 978-1551
mike.fong@lacity.org
Web | www.EmpowerLA.org



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Subject: Fwd: We booked a great place for Westwood BNC meeting!
From: lilian.kim@lacity.org
To: ELA.PRA@lacity.org
Date Sent: Wednesday, June 27, 2018 10:41:57 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:41:59 AM GMT-07:00

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: Michael Skiles
Date: Sat Feb 17 2018 06:50:27 GMT+1100 (AEDT)
Subject: We booked a great place for Westwood BNC meeting!
To: lilian.kim@lacity.org

From: Michael Skiles Dear Lilian, At your request, we have reserved the following room at 11020 Weyburn Ave for the BNC meeting on February 26th. It's beautiful and centrally located within our boundaries (there couldn't be a more equally convenient place for business owners, residents, AND students): <http://www.uclameetings.com/Meeting-Event-Spaces/Village-View-Room-at-Weyburn-Terrace.aspx> We will also have free, convenient, and accessible parking available. Please contact me at your convenience to finalize logistical details 2102186577 Best regards, Michael Skiles President, UCLA Graduate Students Association Graduate Chair, UC Council of Student Body Presidents -- This e-mail was sent from the contact form on EmpowerLA's department page.

Subject: Case 22157 - [FWD: Re: register to vote for Skid Row NC]
From: elections@empowerla.org
To: PRA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 10:57:28 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 10:58:01 AM GMT-07:00

*Please submit all Election related challenges within 5 calendar days of the Neighborhood Council Elections. All challenges must be submitted through the [EmpowerLA Challenge Portal](#)

Department of Neighborhood Empowerment - Elections Division
200 N. Spring Street, Suite 2005
Los Angeles, CA 90012
Office | 213-978-1551 Fax | 213-978-1751
Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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EMPOWERLA LEADERSHIP ACADEMY

----- Original Message -----

Subject: Re: register to vote for Skid Row NC
From: Emerald Germaine Snow <[REDACTED]@ucla.edu>
Date: Wed, April 05, 2017 2:03 pm
To: Empower La <Elections@empowerla.org>

Any update on this?

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [REDACTED]
Pronouns: She/Her/Hers
Skype: [REDACTED]

On Fri, Mar 31, 2017 at 6:28 PM, Emerald Germaine Snow [REDACTED]@ucla.edu> wrote:
Hi,

I am having issues with the website. Can I give you my info to register online as a community stakeholder? If so, here it is:

Emerald Snow
[REDACTED] Moorpark St. [REDACTED]
Los Angeles, CA 91423
[REDACTED]

Member of Democratic Socialists of America - Los Angeles
[REDACTED] E 4th Pl, Los Angeles, CA 90013

Attached are my photo ID and email from DSA.

Thanks,
Emerald

Emerald Germaine Snow Chôque Torres, MSPH, MA

Ph: [REDACTED]

Pronouns: She/Her/Hers

Skype: [REDACTED]



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Subject: Case 22157 - [FWD: Voter Suppression and Community Engagement]

From: elections@empowerla.org

To: PRA PRA <ELA.PRA@lacity.org>

Date Sent: Wednesday, June 27, 2018 10:58:01 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:58:34 AM GMT-07:00

*Please submit all Election related challenges within 5 calendar days of the Neighborhood Council Elections. All challenges must be submitted through the [EmpowerLA Challenge Portal](#)

Department of Neighborhood Empowerment - Elections Division
200 N. Spring Street, Suite 2005
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Email | EmpowerLA@lacity.org Web | www.EmpowerLA.org



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EMPOWERLA LEADERSHIP ACADEMY

----- Original Message -----

Subject: Voter Suppression and Community Engagement

From: GSA President <pres@gsa.asucla.ucla.edu>

Date: Tue, July 18, 2017 2:38 pm

To: elections@empowerla.org

To whom it may concern,

I write on behalf of the roughly 44,000 students at UCLA to encourage the Department of Neighborhood Empowerment to reject the Westwood Neighborhood Council's recommendation that its board members terms be extended by 1 year so that the next election would be in 2019. Instead, I would encourage elections to be held in 2018 for a 3-year term to end in 2021.

Our concern is that the current members on the board (most of whom are not students) are acting in a self-serving manner to avoid electoral accountability, not only in this recommendation but also in their repeated refusal to allow online voting.

Their last election on just one day on June 5th, which was at the beginning of UCLA's Final Exams period, was located at 1350 S. Sepulveda, which is about as far as a polling place could possibly be from where most of UCLA's students (most of whom do not have cars) reside on and around campus. When the polling place would require most of its electorate, in the middle of their most stressful time of the year, to walk about 40 minutes each way or else take an Uber (which is expensive for students), this presents a serious barrier to participation, which resulted in just 496 votes cast in an electorate of over 50,000.

The current board lacks democratic legitimacy, and our students are being disenfranchised. I hope you will work with us to have elections in 2018 that are accessible both in person and online.

Best regards,
Michael Skiles
President, UCLA Graduate Students Association
Graduate Chair, UC Council of Student Body Presidents



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Subject: Case 22157 - [FWD: register to vote for Skid Row NC]
From: annmarie@empowerla.org
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 11:00:01 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 11:00:34 AM GMT-07:00

----- Original Message -----

Subject: register to vote for Skid Row NC
From: Emerald Germaine Snow <emerald.snow@ucla.edu>
Date: Fri, March 31, 2017 6:28 pm
To: Elections@empowerla.org

Hi,

I am having issues with the website. Can I give you my info to register online as a community stakeholder? If so, here it is:

Emerald Snow
[REDACTED] Moorpark St. [REDACTED]
Los Angeles, CA 91423
[REDACTED]

Member of Democratic Socialists of America - Los Angeles
[REDACTED] E 4th Pl, Los Angeles, CA 90013

Attached are my photo ID and email from DSA.

Thanks,
Emerald

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [REDACTED]
Pronouns: She/Her/Hers
Skype: [REDACTED]

Subject: Case 22157 - [FWD: Re: register to vote for Skid Row NC]
From: annmarie@empowerla.org
To: ELA PRA <ELA.PRA@lacity.org>
Date Sent: Wednesday, June 27, 2018 11:00:17 AM GMT-07:00
Date Received: Wednesday, June 27, 2018 11:00:50 AM GMT-07:00

----- Original Message -----

Subject: Re: register to vote for Skid Row NC
From: Emerald Germaine Snow <[REDACTED]@ucla.edu>
Date: Wed, April 05, 2017 2:03 pm
To: Empower La <Elections@empowerla.org>

Any update on this?

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [REDACTED]
Pronouns: She/Her/Hers
Skype: [REDACTED]

On Fri, Mar 31, 2017 at 6:28 PM, Emerald Germaine Snow <[REDACTED]@ucla.edu> wrote:

Hi,

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Emerald Snow
[REDACTED] Moorpark St. [REDACTED]
Los Angeles, CA 91423
[REDACTED]

Member of Democratic Socialists of America - Los Angeles
[REDACTED] E 4th Pl, Los Angeles, CA 90013

Attached are my photo ID and email from DSA.

Thanks,
Emerald

Emerald Germaine Snow Chôque Torres, MSPH, MA
Ph: [REDACTED]
Pronouns: She/Her/Hers
Skype: [REDACTED]

Subject: Case 22157 - [FWD: Voter Suppression and Community Engagement]

From: annmarie@empowerla.org

To: ELA PRA <ELA.PRA@lacity.org>

Date Sent: Wednesday, June 27, 2018 11:00:28 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 11:01:01 AM GMT-07:00

----- Original Message -----

Subject: Voter Suppression and Community Engagement

From: GSA President <pres@gsa.asucla.ucla.edu>

Date: Tue, July 18, 2017 2:38 pm

To: elections@empowerla.org

To whom it may concern,

I write on behalf of the roughly 44,000 students at UCLA to encourage the Department of Neighborhood Empowerment to reject the Westwood Neighborhood Council's recommendation that its board members terms be extended by 1 year so that the next election would be in 2019. Instead, I would encourage elections to be held in 2018 for a 3-year term to end in 2021.

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The current board lacks democratic legitimacy, and our students are being disenfranchised. I hope you will work with us to have elections in 2018 that are accessible both in person and online.

Best regards,

Michael Skiles

President, UCLA Graduate Students Association

Graduate Chair, UC Council of Student Body Presidents

---Forwarded using [Multi-Forward Chrome Extension](#)---

From: "Chapman, Lisa"

Date: Sat Apr 21 2018 02:37:15 GMT+1000 (AEST)

Subject: RE: FW: Department Follow Up

To: Mike Fong

Cc: Gibson Nyambura , "westwoodnc@googlegroups.com" , Terry Tegnazian , "Carole H. Magnuson ([REDACTED])" , "H&D Nussbaum" , "Commission@Empowerla.org"

Subject: Fwd: RE: FW: Department Follow Up

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:32:54 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:32:56 AM GMT-07:00

Mike,

I would also ask that you answer the question regarding DONE's response of Westwood as a shared resource boundary and why you said it was a finding from the city attorney's office.

Please advise on that as well.

Thanks,
Lisa

From: Chapman, Lisa

Sent: Friday, April 20, 2018 9:18 AM

To: 'Mike Fong' <mike.fong@lacity.org>

Cc: 'Gibson Nyambura' <gibson.nyambura@lacity.org>; [REDACTED] <[\[REDACTED\]@googlegroups.com](mailto:[REDACTED]@googlegroups.com)>

<[\[REDACTED\]@lacity.org](mailto:[REDACTED]@lacity.org)>

([REDACTED]) <[REDACTED]> 'H&D Nussbaum' <[REDACTED]>

Subject: RE: FW: Department Follow Up

Mike,

I have now asked in several emails for you to comment on the public meeting at Damoka. We have not heard your response to this, and are asking for it now.

Please advise this morning.

Thanks,
Lisa

From: Chapman, Lisa

Sent: Thursday, April 19, 2018 10:23 AM

To: 'Mike Fong' <mike.fong@lacity.org>

Cc: Gibson Nyambura <gibson.nyambura@lacity.org>; 'westwoodnc@googlegroups.com' <westwoodnc@googlegroups.com>

Subject: RE: FW: Department Follow Up

Hello Mike,

Thanks for your response, and for clarifying the number of meetings.

Yes, Belmont is a possibility as is the Church, we are actively working on some dates.

While I appreciate you summarizing the currently scheduled WW Forward meetings, you have not addressed the issue of Damoka. We have relayed, on several occasions, and with Gibson last week, that Damoka has

NO parking, so it should not be considered as a meeting space that is open to the public to attend. There have been NO parking arrangements made, and I am really confused as to why you all are skirting this issue.

I was told these community meetings were to be accessible to the public. If this meeting place has no parking, it makes it non-accessible. I would like this to be addressed immediately.

And on the last note, I have had no response as to why we received a letter from Gibson regarding Westwood Village as a shared resource that was supposedly vetted by the City Attorney's office, when in fact, per Darren Martinez's email of yesterday, they are not responsible for that decision. Why did your office give us erroneous information on this? Please advise, as I find this to be incredibly misleading.

I look forward to hearing back from you.

Best regards,
Lisa

From: Mike Fong <mike.fong@lacity.org>
Sent: Thursday, April 19, 2018 8:47 AM
To: Chapman, Lisa <LChapman@mednet.ucla.edu>
Cc: Gibson Nyambura <gibson.nyambura@lacity.org>
Subject: Re: FW: Department Follow Up

Good morning Lisa,

Hope you are doing well. Thank you very much for your email.

There will be four community meetings (two in proposed North Westwood NC area) and two meetings in Westwood NC area (not in proposed North Westwood boundaries).

Please advise of possible locations for the meetings in the Westwood NC area that are not in proposed North Westwood NC area. Would a community meeting at Belmont Village Senior Center be a possible location for a community meeting?

Community meetings currently set up are as follows:

Community Meeting
Wednesday April 25th at 5:30pm
Damoka
[1424 Westwood Blvd.](#)
[Los Angeles, CA 90024](#)

Community Meeting
Tuesday, May 8th at 5 pm
Ackerman Bruin Viewpoint Room. (Located on the A-level of Ackerman student union)
[308 Westwood Plaza](#)
[LA, CA 90095](#)

Parking has been arranged for the meeting at Ackerman in Parking Structure 4 located on the north side of our campus. The entrance to the structure is located on Westwood Plaza off of Sunset Blvd.

Guests should let the attendants know they are here for the **meeting** (#544336) and guests will be issued a permit to park in the structure.

The Ackerman Union building is located above the parking structure, just south of Bruin Plaza.

Vote by Mail forms are also currently available at <https://clerkappsele.lacity.org/vbmreg/#/vbm> and may be requested up to 7 days (May 15) prior to the election on May 22.

There will be a polling location at Westwood Recreation Center Room C on May 22 from 2 pm - 8 pm. (1350 S Sepulveda Blvd, Los Angeles, CA 90025)

Thank you very much.

Best,

Mike

[illegible]

From: Chapman, Lisa
Sent: Wednesday, April 18, 2018 10:44 AM
To: 'Gibson Nyambura' <gibson.nyam@westwoodnc@googlea>
Cc: [REDACTED] Carole H. Magnuson ([REDACTED]); [REDACTED] <grayce.liu@lacity.org>; Mike Fong <mike.fong@lacity.org>; 'Jasmine Shamolian' <jasmine.shamolian@lacity.org>; 'Paul Koretz' <paul.koretz@lacity.org>
Subject: RE: Department Follow Up

Hi Gibson,

I am writing this to you on Wednesday, April 18, one full week since our last board meeting where we discussed many things, all of which you told us you would be getting back to us by Friday. I didn't hear from you on Friday and sent you an email. We still have not heard one word from you about any of the items we discussed at the board meeting and via emails after that meeting, even after two more email requests from me for you to contact us.

According to DONE's rules of conduct, this kind of thing isn't supposed to happen. You are required to answer our questions and stay in contact with us as our DONE representative, is that not correct? This lack of communication to us by your office is not right, and not proper.

So let me remind you of what we are seeking answers to:

1). Per your letter below, you talk of the 2 community meetings. We are unsure if you mean two TOTAL community meetings or two in our boundaries and two in WW Forward's boundaries. Your department has not discussed this detail with us. We see that there has been a meeting scheduled at Damoka Rug, which is a business on Westwood Blvd that is currently in our boundaries, and proposed to be in NWWNC boundaries if they win an election. The issue, as very clearly stated to you is that this is a business that has NO parking available, so it should NOT be a proper site to house a community meeting. The reason that NWWNC formation cmte has asked for this location is that it is owned and operated by Alex Helmi, who is a very vocal supporter of WW Forward. A community meeting should be held in a place where public parking is available, and we believe should not be held by a private business that is clearly supporting one side, both privately and publicly. There is NO available metered parking there, it is scarce on any day of the week. This is NOT an appropriate venue and we have asked that it be moved. Please clarify how many community meetings there are to be scheduled, and what you will be doing to choose these sites. We were told we would be a part of that process, but just as we were told by Mike Fong, that we would be a part of the process for choosing the election date, we clearly were not.

2). I emailed you, as promised, on Thursday, April 12, 2018 after getting confirmation from the Westwood Presbyterian Church that we could NOT do the election there, so I told you to go ahead with the Westwood Rec Center, which you said had been reserved by the City Clerk. I asked for confirmation of that and if they had made full arrangement with the park manager and staff. There is a reason for seeking that confirmation, we need to let our stakeholders know where the election sites are NOW, and at our second to last election at the park, no one showed up to open doors or have the community room available. We had to have the election in the hallways. We want to make sure everything has been asked for and will be ready to go. The election is just a month away.

3). We have asked both Grayce Liu and Mike Fong to attend our last two monthly board meetings, and they have chosen not to do so. We have asked again to have them be at our meeting on May 9th. We have heard nothing back from you on this. It is important that they be there. They seem to have chosen to have you represent the department's viewpoints over the past many weeks, yet now, we are not even hearing from YOU. You have been ill-prepared at our meetings when we have questions, even those submitted in advance of the meeting, so having Grayce and Mike there will be very important.

4). We have asked for explanation from the City Attorney about our qualifications for having Westwood Village be a "shared resource" between the two councils, should WW Forward win their election. We qualify under every criteria for shared resources in Article 3, which is familiar to you, Mike, Grayce, and the City Attorney, per Sandy Brown's letter and our unanimously passed boundary resolution of last week. It was of great concern that you mentioned last week that it would be discussed after the election, and if

WW Forward won, that they could “agree” to shared boundaries. That is not proper, nor listed anywhere in Article 3 or in the subdivision rules. We qualify in every way to share Westwood Village, and just because a group has come in to try and take it, does not make the fact that it is in our boundaries any different. They have no say on whether it is a shared boundary area, it meets all the criteria to be one. Please get that explanation to us as you promised.

It is of great concern, and also huge disappointment that we find ourselves in this situation, Gibson. We have been asking for your department’s feedback and replies, and we receive nothing. How is this reasonable or proper? You are there solely to support Neighborhood Councils. WE ARE NOT BEING SUPPORTED BY YOU, OR DONE!

Please get back to us today.

Thanks,
Lisa Chapman
President, Westwood Neighborhood Council

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, April 06, 2018 5:51 PM
To: Westwood NC <WWNC@empowerla.org>
Subject: Department Follow Up

Good afternoon Westwood Neighborhood Council,

Thank you for agendizing the boundary adjustment to include the cemetery for our April 11, 2018 meeting. If it passes, we will work with the board to submit a boundary adjustment application to the Board of Neighborhood Commissioners, which will hopefully pass prior to the subdivision election. The other boundary adjustments for shared resources will not be considered until the conclusion of the subdivision election when we know whether or not there will be a North Westwood Neighborhood Council. Also, please note that Westwood Village cannot be a shared because only areas designed for public use, such as a park, school, library, police or fire station, major thoroughfare, or contains a landmark or facility with historical significance, can be shared between Neighborhood Councils. Although Westwood Village may have a landmark or facility with historical significance within the area, it does not qualify the whole village as a shareable asset per the Office of the City Attorney.

As for the May 22nd election date, we considered the issues for both the May 22nd and June 3rd date. Based on feedback we received from the Formation Committee and businesses, a weekend election date was harder because businesses would not be open and the June 3rd starts to encroach into the finals schedule for UCLA students. From those who supported the June 3rd date, the main concern was for those who could not go to a polling location because they worked. Because we could mitigate the concern for June 3rd more, we maintained the original May 22nd election date. We have worked with the City Clerk to extend polling hours from 4 to 6 hours and to conduct the election from 2 pm to 8 pm so those who work would have time to vote after work. In addition, because we could not offer online voting, City Clerk will have a vote-by-mail option as well for anyone who cannot vote at the polls.

We would like to schedule 2 community outreach meetings outside of the proposed North Westwood Neighborhood Council, but within the Westwood Neighborhood Council's existing boundaries in the next few months. In addition, we will need a polling location in this area as well for the May 22nd polling location. I am happy to take recommendations for dates and locations from board members during my time on the agenda unless the board wants to take formal action to select everything. In that case, the board can call a special meeting for April 11th to take this action.

Thank you for your assistance.

Best,

Gibson Nyambura
Project Coordinator
Department of Neighborhood Empowerment
[14410 Sylvan Street](#)
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From: "Chapman, Lisa"

Date: Thu May 03 2018 10:19:41 GMT+1000 (AEST)

Subject: RE: Department Follow Up

To: Gibson Nyambura

Cc: "jasmine.shamolian@lacity.org", "westwoodnc@googlegroups.com", Terry Tegnazian ,
" [REDACTED] ", "Carole H. Magnuson ([REDACTED])",
" [REDACTED] ", Grayce Liu , Mike Fong , Darren Martinez ,
"Commission@Empowerla.org" , "Eli Lipmen (commissionerlipmen@gmail.com)" ,
"mayor.garcetti@lacity.org"

Subject: Fwd: RE: Department Follow Up

From: lilian.kim@lacity.org

To: ELA.PRA@lacity.org

Date Sent: Wednesday, June 27, 2018 10:32:51 AM GMT-07:00

Date Received: Wednesday, June 27, 2018 10:32:54 AM GMT-07:00

Oh, Thanks Gibson. I'm pretty sure my comment on hostility has to do with information that has been asked for by us from your department, and that is continuously ignored and not given.

Please advise how DONE can write a report without having the full measure of criteria. I specifically asked in my email of April 27th, for you to provide HOW and to WHOM we provide the information to DONE and BONC about how we absolutely DO qualify (in every way) to share boundaries of Westwood Village, Westwood Hills, and the annexed part of the Persian business community South of Wilshire.

I know that DONE would certainly not want to write any kind of report without first seeing and studying all of our findings on these shared boundary areas, correct? Of course not! So hence my question of how that process works, and the timeline, should the election not be in our favor. That is what I have asked for, and expect your department to provide, sooner, rather than later.

You do recall a letter sent to our council by Mike Fong stating that we would be reached to provide input as to the election day of the subdivision? Well, that was in writing, and we were never "reached out to" by your department, even though it was written that would be done. So trust in these matters only goes so far. In my personal opinion, I do not trust your department in any matter based on what we have experienced at the hands of your leaders.

So, since DONE is now writing a report that will then be considered by BONC, you will in no way rely upon the opinion of the City Attorney, correct? Because Darren Martinez specifically said they DO NOT weigh in on these matters. Please assure us of that.

I will await the details that I have asked for since April 27th 2018.

Thank you,
Lisa

From: Gibson Nyambura <gibson.nyambura@lacity.org>

Sent: Wednesday, May 02, 2018 4:56 PM

To: Chapman, Lisa <LChapman@mednet.ucla.edu>

Cc: [REDACTED] .o [ups.com](#); Terry Tegnazi

< [REDACTED] > Carole H. Magnuson ([REDACTED])

< [REDACTED] >
Subject: Re: Department Follow Up

Good afternoon Lisa,

Thank you for your email. Please note that when we are providing information, we do not have any intention to be or sound hostile.

This matter will only go forward to the Board of Neighborhood Commissioners if the outcome of the subdivision election creates the new Neighborhood Council. At that time, we will write a report to the Commission with our recommendations for the new bylaws, which includes the boundaries analysis. We will notify the Formation Committee and Westwood Neighborhood Council so you both will have the opportunity to speak at the Commission meeting.

Best,

On Fri, Apr 27, 2018 at 3:39 PM, Chapman, Lisa <LChapman@mednet.ucla.edu> wrote:

Gibson and DONE,

"Findings presented in the Department's report and based on evidence obtained at the public hearing on the matter" ?? Now this is interesting. So now you are telling us that even though BONC makes the ultimate decision, it is now based on DONE's report? Is that who you mean by "Department"?

"Based on the absence of sufficient demonstrable evidence, the Department does not agree that the area may be shared"? What absence of evidence do you mean? We are just following the language of the Article, and we have reached a different conclusion.

"Unintended consequences of having Neighborhood Councils make a land grab" ? You mean just like the way you all allowed a student led organization to come in and grab land away from a high functioning Neighborhood Council?

We will be happy to provide all the details you wish. Please let us know the procedure by which this is done, to whom it is presented to, and when any public hearing takes place.

Everything you have said up to this point is considered suspect, and frankly hostile.

Please send our council DETAILED information on how our case for sharing the Village is to be presented for evaluation. **When, Where, and HOW.** I will ask that this be sent to us by TUESDAY of next week, at the latest. Please do not leave out any details, as we will hold you accountable for such.

Thank you,
Lisa Chapman
President, Westwood Neighborhood Council

From: Gibson Nyambura <gibson.nyambura@lacity.org>
Sent: Friday, April 27, 2018 3:17 PM
Subject: Department Follow Up

Good afternoon Westwood Neighborhood Council,

We apologize for the confusion over this matter. Ultimately, the Board of Neighborhood Commissioners makes the final determination on boundaries based on the findings presented in the Department's report and based on the evidence obtained at the public hearing on the matter. As we previously stated, the Department has not been presented sufficient evidence that would support making a recommendation to the Commission for Westwood Village to be a shared boundary. According to the Office of the City Attorney, if the subdivision is granted, the Board of Neighborhood Commissioners ("Commission") will be required to make factual findings supported by sufficient evidence that any overlap is "designed for a public use, such as a park, school, library, police or fire station, major thoroughfare, or contains a landmark or facility with historical significance." (Plan for a Citywide System of Neighborhood Councils Art. III § (2)(a).) Based on the absence of sufficient demonstrable evidence, the Department does not agree that the area may be shared.

In addition, the Department would not be supportive of including large swaths of the City into shared areas absent specific and detailed findings. The general argument that an area is historical without further specific evidence for the landmarks or facilities in the area could lead to unintended consequences of having Neighborhood Councils make a land grab throughout the City. Los Angeles has large swaths, if not its entirety, that could be considered historical as a general matter. The Department would not support recommending to the Commission that it include shared areas based on the general argument that an area is "historical" without additional and specific evidence for each facility and landmark therein.

Thank you and have a good weekend.

--

Gibson Nyambura
Neighborhood Council Advocate

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Gibson Nyambura
Neighborhood Council Advocate

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